ARARAT RURAL CITY COUNCIL

ALEXANDRA OVAL RESERVE USER GUIDE

April 2014

Modification History:

Release	Version	Date	Author	Comments

Privacy Statement

Personal Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Governance Manager.

TABLE OF CONTENTS

1 INTRODUCTION 7

1.1 INTRODUCTION 7

1.2 PURPOSE 7

1.3 SCOPE 7

1.4 TERMS & CONDITIONS 8

1.5 DEFINITIONS 8

1.6 LEGAL FRAMEWORK 9

1.7 GROUND MANAGEMENT 10

1.8 ALEXANDRA OVAL RESERVE USER REFERENCE GROUP 10

1.9 NON-COMPLIANCE 10

2 FACILITY ALLOCATION 11

2.1 OVAL SURFACE AND NETBALL COURTS 11

2.2 SEASONAL USER APPLICATION 11

Seasonal User Application Process 11

2.3 CASUAL APPLICATION 13

Casual User Application Process – Sporting Facilities 13

Casual User Application Process – Social Facilities/Function room 14

2.4 SCHOOL APPLICATION 15

2.5 TEMPORARY CLOSURE OF GROUNDS 15

2.6 BUILDINGS 16

2.7 SECURITY BONDS 16

2.8 CONTACT DETAILS 17

2.9 COUNCIL'S RIGHT TO ENTER 17

2.10 ACCESS CARD ALLOCATION 17

2.11 SHARED USE 18

2.12 ALLOCATION NOT REQUIRED/REALLOCATION 18

2.13 PRE SEASON TRAINING AND FINALS TRAINING 18

2.14 FINALS 18

2.15 Extended Ground/Building Usage – Practice Matches and Club Organised Games 19
2.16 Late Applications 19
2.17 Sub-Letting of Facilities 19
2.18 Seasonal Handover 19
3 FEES AND CHARGES 20
3.1 Fees and Charges Guidelines 20
3.2 Concession 20
3.3 Payment of Fees 20
3.4 Non Payment of Fees 20
3.5 Termination 21
3.6 Utilities 21
3.7 Australian Drug Foundation - Good Sports Program 21
4 FACILITY INFRASTRUCTURE AND MAINTENANCE 22
4.1 Buildings 22
4.2 Change Facilities 22
4.3 Alexandra Oval Community Centre 22
4.4 Cleaning 22
4.5 Scoreboards and Coaches boxes 23
4.6 Sports Ground Lighting - Installation and Capital Costs 23
4.7 Fencing 23
4.8 Waste and Litter Management 24
4.9 Dumped/Illegal Rubbish 24
4.10 Irrigation 24
4.11 Car Parks & Access Roads 24
4.12 Trees/Shrubs/Gardens 24
4.13 Public Toilets 25
4.14 Capital Development 25
4.15 Building Alterations 25
5 SPORTING INFRASTRUCTURE 26

5.1 Turf Wickets 26
5.2 Movable Soccer/Rugby Goals 26
5.3 Goal Posts 27
5.4 Goal Nets 27
5.5 Storage 27
5.6 Line Marking 27
5.7 Vehicles on Reserves 27
6 CONDITIONS OF USE 28
6.1 Times of Pavilion Use 28
6.2 Times of Use for Sports Ground Lights 28
6.3 Accepted Behaviour 28
6.4 Footwear in Buildings 28
6.5 Facility Audits/Inspections 29
6.6 Grievance/Complaints Procedure 29
6.7 Advertising/Signage 29
6.8 Gaming 29
6.9 Smoking 29
6.10 Contents Insurance 29
6.11 Security, Locks & Equipment 29
6.12 Water Restrictions 30
6.13 Fire Extinguishers 30
6.14 Open Fires 30
6.15 Syringe Disposal 30
6.16 Exit Doors 30
6.17 Public Announcements (PA) Systems 30
7 HOSPITALITY 31
7.1 Point of Sale System Overview 31
7.2 Training 31
7.3 Stocktake 31

7.4 Handling of Takings from an Event 31

7.5 Operating Hours for Sales 32

8 RISK MANAGEMENT 33

9 LEGISLATIVE REQUIREMENTS 34

9.1 Liquor Licences 34

9.2 Incorporations 34

9.3 Public Liability Insurance 34

9.4 Food Registration 34

9.5 Disability Discrimination Act and Equal Opportunities Act 35

9.6 The Charter of Human Rights 35

9.7 Working with Children Check 35

10 FESTIVALS/EVENTS/TOURNAMENTS/NON FIXTURED MATCHES 36

11. ARARAT RURAL CITY COUNCIL CONTACT DETAILS 37

APPENDIX 39

APPENDICE 1 40

APPENDICE 2 41

APPENDICE 3 42

APPENDICE 4 48

APPENDICE 5 56

APPENDICE 6 60

APPENDICE 7 67

APPENDICE 8 74

APPENDICE 9 78

APPENDICE 11 84

APPENDICE 12 85

1 INTRODUCTION

1.1 INTRODUCTION

The Alexandra Oval Reserve User Guide forms the terms and conditions on which Ararat Rural City Councils premier outdoor sporting facilities are used.

By providing this guide Council aims to continue to develop the relationship that has formed with all sports clubs within Ararat. This guide aims to optimise the use of facilities and the community benefits which they provide and must be read and used in conjunction with the Alexandra Oval Management Plan.

1.2 PURPOSE

The purpose of the Alexandra Oval Reserve User Guide is to provide Seasonal and Casual Users of the complex with an easy to use reference document which outlines how to complete the various operational requirements of the Seasonal or Casual Agreements. The User's guide provides specific information on the following,

- Council's requirements
- Responsibilities of the user groups
- Responsibilities of Council
- Process for facility development
- Provide a framework that is equitable and easily administered

This document is reviewed annually and should be read in conjunction with relevant Council policies including:

- Municipal Health and Wellbeing Plan
- Ararat Rural City Council Recreation and Open Space Strategy
- Alexandra Oval Management Plan
- Alexandra Oval Fees and Charges Plan
- Municipal Local Law
- Division of Seasons and Occupation of Crown Lands

1.3 SCOPE

This user guide applies to:

- Allocation of facilities made through application for seasonal, casual or school bookings of the Alexandra Oval Reserve and its facilities
- Fee structure
- Maintenance
- Conditions of use

- The development of capital sporting projects at the reserve.

The Alexandra Oval Reserve User Guide is reviewed annually following the scheduled review meeting (handover) with the Alexandra Oval Reserve User Reference Group and updated as required. Amendments to the document may occur throughout the season if:

- Legislative requirements change
- Legal Issues highlight a need for change
- Insurance and Risk Management issues arise
- Ararat Rural City Council policy changes effect facility users

1.4 Terms & conditions

The Alexandra Oval Reserve User Guide forms the basis for the terms and conditions of the Agreement governing the use of Council facilities. It is important for users to fully read and ensure they understand all sections of the User Guide. Any breach of one or more of these conditions may, at the discretion of Council, result in the use of the facility being withdrawn with no refund in fees and charges or security bond.

1.5 Definitions

Access – The degree to which the public can use a sports venue at a time of their own choosing.

Agreement – The 'Agreement' consists of the combination of the signed and completed Seasonal or Casual applications.

Annual allocations – Winter from 01 April to 30 September/Summer 01 October to 01 March

Bond – All seasonal users are required to pay a $500.00 security bond when submitting an application.

Casual use – Informal use of a facility by a person or group on a 'one off' or irregular basis

Change over (Hand over) – The period of time when seasonal clubs move-in and/or move-out of the facility. This is done on site with all clubs and Council present. During this time, facilities are inspected and keys/cards are provided or "handed over"

Club – The incorporated body of people, herein applying for seasonal tenancy of Alexandra Oval Reserve facilities, grounds and buildings

Community Reference Group – The agreed group of community representatives and club officials who will manage the catering function of the facility.

CPI – Consumer Price Index

Competition – A regular fixture of games where one winner is eventually determined.

Council - The Ararat Rural City Council, including its staff and contractors.

Dedicated purpose – The dedicated purpose of a sports ground is for a match or training to take place.

Festival / Event – An activity, public or private, whereby a mass gathering of people is organised and which uses a public thoroughfare or public amenity for activity other than its dedicated purpose.

Handover – See change over (Above)

Home ground – The primary sports ground that a club uses to conduct the majority of competition matches. Tenancy typically includes the ground and associated building.

MRL – Maintenance Recovery Level.

Non-Seasonal use – Use of a sports ground outside of the defined allocation agreement for activity such as pre-season training, finals training, pre-season matches and/or final matches. Such usage needs to be applied for separately and may incur an additional charge.

Pavilion - A building connected with a sports ground, which may be used in conjunction with the use of the sports ground for its dedicated purpose.

Pre season – The use of a sports ground one month prior to the season beginning

- **Winter pre season – March 1 – March 31**
- **Summer pre season – September 1 – September 30**

Public use – Use of a facility by the general public without needing to be associated with a club.

School use – Any school granted permission to use a sports ground during school hours.

Seniors – An age category of players aged 18 years and over unless otherwise specified by your sporting association.

Sports ground – An area of open space provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.

Sub-letting – Sub-letting refers to the rental of Council owned properties by a tenant to another person or organisation.

Sub-letting of Sports Grounds and/or buildings is not permitted under any circumstances.

Temporary allocation – A sports ground allocated to a club when the club's normal 'home ground' has been closed due to unsuitability.

Training – Non-competitive activities undertaken to prepare participants for competition.

Turf wicket – A prepared grass wicket generally used for high-grade cricket competition.

User Group - A body of people who have been granted a Seasonal or Casual allocation. This includes sports clubs, community organisations, and schools, sporting associations or other groups.

VCGLR - Victorian Commission for Gambling and Liquor Regulation

1.6 LEGAL FRAMEWORK

1) The Alexandra Oval Reserve Management Plan provides the terms and conditions by which Council's facilities are used. It is a requirement of the agreement that users have read, understood and consented to all of the conditions and obligations contained within the plan.

The 'Agreement' for Tenancy consists of the following key documents:

2) Alexandra Oval Reserve User Guide.

3) **Seasonal / Casual application -** The signed undertaking by the club that the terms and conditions in the Alexandra Oval Reserve User Guide has been read and the club agrees to abide by them. Clubs, who have had an application confirmed by Council, are bound to these terms and conditions.

4) Further documentation – Includes but is not limited to Contact Details, Key/ Card holders, Hours of Use, Certificate of Incorporation and proof of Public Liability Insurance.

1.7 Ground management

The Ararat Rural City Council is responsible for the management of the Alexandra Oval Recreation Reserve including all sports surfaces, buildings and services.

Council will contact seasonal users throughout the allocation period with information relevant to their seasonal booking. Casual and seasonal users will be regularly updated with information regarding water restrictions, sports ground condition updates, sports forums and other information that may affect their seasonal allocation.

Council will communicate with seasonal users via email for the majority of correspondence. All seasonal users must have a contact email address that is checked regularly. Annual and seasonal users will receive confirmation and information relating to their booking, along with correspondence throughout the season via email.

1.8 Alexandra Oval Reserve User Reference Group

The primary purposes of the reference group are itemised below.

- Purchasing stock/liquor
- Becoming and maintaining a status as an incorporated body
- Provision and management of volunteers for the operation of the catering function
- Ensuring volunteers are suitably trained.
- Purchasing a level of public liability insurance cover annually to the satisfaction of Council
- Meeting at least monthly and holding minuted meetings according to the terms of reference
- Reporting operations to Council

1.9 Non-compliance

Council reserves the right to suspend or revoke a club's Seasonal/Casual Allocation at any time if the conditions of the agreement are breached. Where a club fails to comply with the the terms of the Seasonal Agreement, the following course of action may be applied.

- Users will be advised that until the issue/s are rectified to the satisfaction of Council and depending on the severity of the issue access restrictions may be enforced. Such complaints may include non compliance to the terms of the Seasonal/Casual agreement or Roles and responsibilities as provided.
- Should a user fail to rectify an issue in the timeframe specified by Council, the club may be suspended from their facility for the remainder of the allocation and future allocations.

2 FACILITY ALLOCATION

2.1 Oval Surface and Netball Courts

Allocations will be made through four types of agreements:

- Seasonal
    - Summer - From 01 October to 29 February
    - Winter - From 01 April to 31 August

  Refer to Division of seasons and Occupation of Crown Lands used as grounds for Australian Rules Football competition and Cricket competition (Appendix - 11)

- Pre season
    - Summer – From 01 December to 31 March
- Casual – as requested
- Community /Commercial Bookings

By signing any application form, users agree to the terms and conditions outlined therein.

Annual and seasonal winter allocations will be called for in **January** of each year. Confirmation of allocation will be sent to clubs in **February** following Council approval.

Seasonal summer allocations will be called for in **July** of each year. Confirmation of allocation will be sent to clubs in **August** following Council approval.

2.2 Seasonal User Application

Seasonal usage provides for longer term use of Council facilities for an agreed period of time during weekdays as well as on the weekends on a seasonal basis.

Seasonal football and cricket users are required to nominate and hold responsible a delegate to the Alexandra Oval Reserve User Reference Group

Approved Seasonal Users are entitled to access the facilities under the terms of the agreement.

The seasonal booking process is listed below .Seasonal bookings include the social facilities, change facilities, nominated sporting surfaces, and all other nominated sundry facilities on the reserve. Seasonal use applications are coordinated via Councils Recreation Department

Seasonal User Application Process

Step 1:

A letter will be provided to clubs seeking allocation at the complex will be sent out in January each year.

Correspondence will include,

- **Alexandra Oval Reserve User Guide**
- **Seasonal Application**

Clubs need to ensure they fully read and understand the guide and the obligations imposed on the club if their application is successful.

Step 2:

The club completes all forms and submits to Council with all required documentation and a $500.00 security bond by the due date.

Applications received **without the $500.00 security bond and/or without all required documentation will not be accepted nor considered**. Applications will not be considered until all relevant paperwork and documentation have been received by council. Clubs will be formally advised if there are any items missing from their application via email.

Step 3:

Applications are assessed. Clubs with outstanding debts with Council will not have their applications considered until debts are paid in full or an approved payment plan is made.

Step 4:

Council Officers submit a sports ground allocation report to Council.

Step 5:

Upon adoption of the sports ground allocation report, all clubs will receive written notification of their allocation within 14 days.

If a club is dissatisfied with their allocation they may appeal in writing within 10 working days of the allocation being made. Letters should be addressed to the Chief Executive Officer of the Ararat Rural City Council.

In allocating sports facilities, Council will give consideration to a number of variables including:

- User Group's previous record e.g. fees paid on time, cleanliness and care of the facilities, timely return of facility keys
- User Group has no outstanding debts (including outstanding utility and State Sporting Association fees)
- Level of junior, female and member participation
- Current and proposed planning and effective management of the club
- Facility suitability assessment to ensure the activity is suitable from a risk perspective
- Sport growth and user trends
- All information required to complete the allocation process is received by the due date.

Council is aware that the trends and demand for sporting and recreational activities change over time. Council reserves the right to allocate based on the demands at any given time and will endeavour to maximise the use of all sport and recreational assets located in the Ararat Rural City.

Council will endeavour to provide and allocate sports grounds and pavilions on a seasonal & casual basis to meet demand. However if demand exceeds supply, the club will be notified and it will be the club's responsibility to find alternatives.

2.3 CASUAL APPLICATION

Casual usage provides for temporary use of Council facilities for an agreed period of time during weekdays as well as on the weekends outside of the times nominated on the Seasonal agreement of any tenant club in seasonal occupation.

All applications for the use of the change rooms and sports surfaces are coordinated via the Ararat Rural City Council Recreation Department.

All applications to use the Alexandra Oval Community Centre in any casual capacity are to be coordinated via the Ararat Rural City Council Performing Arts Centre.

Allocation will be permitted only if an application is submitted in writing using a Casual Use Application Form and is made no later than ten working days prior to the date/s requested. Casual user group/s will be charged according to the fees outlined in the Appendix. Notification of cancellations of casual bookings must be received 14 days prior to the hire date(s), in writing, and a full refund will apply, less than 14 days notice and the full usage fee charge will apply.

Casual User Application Process – Sporting Facilities

Step 1:

Applicants contact Ararat Rural City Council directly in the first instance.

The Casual Use Application and Alexandra Oval Reserve User Guide is sent to applicant organisations requesting use via Email

Organisations need to ensure they fully read and understand the guide and the obligations imposed on the organisation if their application is successful.

Step 2:

The organisation completes all forms and submits to Council with all required documentation and a $200.00 security bond by the due date.

Applications received without the $200.00 security bond and/or without all required documentation will not be accepted or considered. Organisations will be advised if there are any items missing from their application.

Step 3:

Applications are assessed. Organisations with outstanding debts with Council will not have their applications considered until debts are paid in full or an approved payment plan is made.

Step 4:

Council Officers submit a sports ground allocation report to Council.

Step 5:

Once the sports ground allocation report is adopted, all clubs will receive written notification of their allocation within 14 days.

If a club is dissatisfied with their allocation they may appeal in writing within 10 working days of the allocation being made. Letters should be addressed to the Chief Executive Officer Ararat Rural City Council.

In allocating sports facilities, Council will give consideration to a number of variables including:

- User Group's previous record e.g. fees paid on time, cleanliness and care of the facilities, timely return of facility keys
- User Group has no outstanding debts (including outstanding utility and State Sporting Association fees)
- Level of junior, female and member participation
- Current and proposed planning and effective management of the club
- Facility suitability assessment to ensure the activity is suitable from a risk perspective
- Sport growth and user trends
- All information required to complete the allocation process is received by the due date.

Council is aware that the trends and demand for sporting and recreational activities change over time. Council reserves the right to allocate based on the demands at any given time and will endeavour to maximise the use of all sport and recreational assets located in the Ararat Rural City.

Council will endeavour to provide and allocate sports grounds and pavilions on a seasonal & casual basis to meet demand. However if demand exceeds supply, the club will be notified and it will be the club's responsibility to find alternatives.

Casual User Application Process – Social Facilities/Function room

Step 1:

Applicants contact Ararat Rural City Council Performing Arts Centre directly in the first instance.

The Casual Use Application and Alexandra Oval Reserve User Guide is sent to applicant organisations requesting use via email.

Organisations need to ensure they fully read and understand the guide and the obligations imposed on the organisation if their application is successful.

Step 2:

The organisation completes all forms and submits to Council with all required documentation and a $200.00 security bond by the due date.

Applications received without the $200.00 security bond and/or without all required documentation will not be accepted or considered. Organisations will be advised if there are any items missing from their application.

Step 3:

Applications are assessed. Organisations with outstanding debts with Council will not have their applications considered until debts are paid in full or an approved payment plan is made.

Step 4:

Performing Arts Centre staff confirms booking via email.

Step 5:

If an applicant is dissatisfied with their allocation they may appeal in writing within 10 working days of the allocation being made. Letters should be addressed to the Director, Council Services

In allocating facilities, Council will give consideration to a number of variables including:

- User Group's previous record e.g. fees paid on time, cleanliness and care of the facilities, timely return of facility keys
- User Group has no outstanding debts (including outstanding utility and State Sporting Association fees)
- Level of junior, female and member participation
- Current and proposed planning and effective management of the club
- Facility suitability assessment to ensure the activity is suitable from a risk perspective
- All information required to complete the allocation process is received by the due date.

Council is aware that the trends and demand for sporting and recreational activities change over time. Council reserves the right to allocate based on the demands at any given time and will endeavour to maximise the use of all sport and recreational assets located in the Ararat Rural City.

Council will endeavour to provide and allocate sports grounds and pavilions on a seasonal & casual basis to meet demand. However if demand exceeds supply, the club will be notified and it will be the club's responsibility to find alternatives.

2.4 School Application

Schools are encouraged to use the reserve and its facilities for a range of activities including school sports. Council will provide a block booking of the reserve and it amenities in the first term of each school year based upon intended school requirements.

It is highly recommended that the schools consult with each other prior to application

Council reserves the right to reject or withdraw any application or withdraw any allocation for the use of sports grounds during a term if sports ground conditions are deemed unsafe.

The school will be responsible for any damage and the removal of all rubbish generated by participants and spectators as a result of the activity. Charges may apply where Council has been required to arrange cleaning of a sports ground after a school's use.

Sports grounds will only be available for bookings on weekdays between the hours of **8.30am and 3:30pm** on dates consistent with those established as term dates by the Department of Education and Early Childhood Development.

2.5 Temporary closure of grounds

Council reserves the right to close any sports ground to protect the playing surface, complete capital or maintenance works, in poor weather conditions or to allow rehabilitation of the ground after damage. All

attempts will be made to relocate users in this situation but no guarantee will be given. Where grounds are closed for matches, Council will make all attempts to advise users with at least two days notice.

2.6 BUILDINGS

Buildings are provided to support sports and community activities. Allocations will be made on a seasonal or casual basis. By signing the Application Form clubs are agreeing to the conditions of use as outlined in this document.

The allocation of buildings will be based on allocated days and times as specified below. Council reserves the right to place other user groups within the pavilion or on the surface during any non-allocated times.

Seasonal Use

- Sunday to Thursday – Vacate Facility by 10.30pm
- Fridays, Saturdays Vacate Facility by 12 Midnight
- Sundays 8am to 10pm

Casual Use

- Monday to Thursday 9am to 3.30pm
- Fridays 9am to 12 Midnight
- Saturdays and public holidays 8am to 12 Midnight
- Sundays 8am to 10pm

2.7 SECURITY BONDS

A security bond for Seasonal and Casual bookings is to be lodged at the time that applications are submitted to Council. The purpose of this bond is to serve as a guarantee of the user's fulfilment of the Alexandra Oval Conditions of Use and be used to cover costs incurred by council through the breach of these terms and conditions.

The seasonal user shall be liable to pay any additional amount in excess of the deposit to meet the full cost of repairs or reinstatement.

In the event that a user application is unsuccessful, the security bond will be refunded immediately via bank details provided within application.

Seasonal security bonds will be refunded back to the club once the handover process has been completed. Clubs found responsible for damage to a sports facility may have all or part of their bond withheld.

Clubs who do not participate in and/or complete the handover within 1 month of their allocation expiring, will forfeit their bond and be required to pay the bond amount at the time of their next application.

A card bond of $50 for casual bookings is to be submitted with Ararat Rural City Council upon pick up of the facility card. Bonds will be returned when the card is returned. Cards must be returned within 1 business day of the allocated period.

Casual Community/Commercial Bookings will Attract a damage bond of $200.

SUMMARY OF BONDS	
Seasonal User	**$500.00 + $50.00 per card (max 4 cards)**
Casual User	**$200.00 +$50.00 per card**
Casual / Commercial	**$200.00 +$50.00 per card**

2.8 Contact Details

Seasonal and Casual users must ensure that the application form includes the most appropriate and up to date contact details for the club. It is important that suitable daytime contact numbers are provided along with an email address that is checked regularly.

It is preferable for Council officers to deal with one designated contact to eliminate inefficiencies and repetition.

If any changes to contact details should occur during the season, including the email address, Recreation officers must be notified immediately in writing.

2.9 Council's Right to Enter

Council officers and contractors shall have access to all facilities at any time. Council may enter the pavilion for the purpose of either viewing the state of the pavilion or to conduct any repairs, alterations or improvements to the condition of the pavilion, its fixtures and fittings or any part thereof.

At no stage should any Seasonal or Casual user install or use non-Council locks. In the event of breach of this condition, offending locks will be removed and replaced by Council or its agents at the users cost.

2.10 Access Card Allocation

Access cards and keys are provided during handover. During this time, all clubs are required to meet with Council Officer/s on site during business hours to handover cards and keys and to complete pavilion inspections.

Council retains the right to cancel cards and access at any time.

Users must not to exchange keys with their co-tenants between seasons.

The conditions of key allocation are:

- Four sets of Cards and keys are issued to every approved club at a cost to Council and must be returned at the conclusion of each allocation period.(Handover)
- Requests for additional sets of cards and keys are made to Council and will attract an additional charge of $50.00 per key/ card. A maximum of 2 additional keys may be requested at the cost to the club. These must also be returned at the completion of the seasonal allocation.
- Under no circumstances are cards and keys to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person/s nominated on the Key Authorisation Form.
- Non-compliance may result in the suspension and/or cancellation of the allocated use period.

- Padlocks are not to be removed or changed from designated doors/chains. Any replacement of padlocks will attract an additional charge of $100 per padlock.

Broken cards/keys are to be returned to Council before a replacement card/key will be issued, with the cost charged to the club.

2.11 Shared Use

The Alexandra Oval Reserve is a shared facility. Council provides facilities to the community and is committed to the continuation and expansion of shared use. It is always possible that a clash of usage can occur due to issues beyond the control of allocated users and Council. In these rare cases the hirers listed on the application should liaise directly.

It is not the function of the Alexandra Oval Reserve User Reference Group to become involved in this area.

2.12 Allocation Not Required/Reallocation

Council must be notified immediately of any allocation that is no longer required. If Council is not notified the club will be required to pay the charge of that facility for the whole allocation period.

Any facility that is not allocated to its full potential may be considered for reallocation to another user group.

Notification must be provided to the Council prior to the allocation period via email - council@ararat.vic.gov.au

2.13 Pre Season Training and Finals Training

Clubs requiring use of facilities outside the dates of their allocation for pre season or finals training must seek approval by completing the Pre Season & Finals Training Application by no later than 20 November in each calendar year. Clubs should not plan any activities until they have received written approval.

Throughout the allocation period, a club requesting the use of the ground additional to their agreement, for training or matches will be charged casual use fees.

Pre season training requests will not be considered before 1 December annually.

At its discretion, Council will when required restrict access to grounds if they are booked and being prepared for a final in either season.

A club that uses a facility outside its allocation without Council's consent will be liable for any accident that may occur. Damage to the ground will also be the club's responsibility and they will be charged for re-instatement works. Unauthorised usage may also conflict with scheduled use of a ground by another club, school or casual booking.

Conflicts may also arise with important ground maintenance work.

2.14 Finals

Finals are not included in the annual or seasonal allocation, however, the sports ground and pavilion used by the seasonal user for training requirements will be provisionally reserved in the name of the seasonal user for the finals.

A completed Pre Season and Finals Training Application form is required to be submitted prior to the training commencing. Clubs and or Leagues /Associations will receive a letter via email confirming their allocated training use.

Ararat Rural City Council must receive confirmation of the finals booking from the relevant association or league by 10am on the Tuesday following the last home and away game. If this confirmation is not given, sports ground renovation works for the following season may commence. Ararat Rural City Council Recreation Department must receive confirmation that the sports ground is required for the following week by 10am on the Tuesday following each final. Each final match will be charged to the relevant association or league with the fees listed in the Appendix of this document.

Organisations booking finals are responsible for all legislative requirements. Further information on events is available at the Ararat Rural City Council website. http://www.ararat.vic.gov.au/

2.15 Extended Ground/Building Usage – Practice Matches and Club Organised Games

Clubs wishing to extend the usage of allocated facilities beyond the allocated period (e.g. practice or social matches, club organised games or tournaments and or like events), need to complete a Casual User Application. This form must be submitted at least ten (10) days prior to the first date of use. Casual user fees and charges will apply.

Council will not permit the use of facilities for finals matches without written application signed by the organising association or league.

Applications from seasonally allocated clubs to host finals matches will not be accepted.

A commercial fee will be charged to associations/leagues for hosting finals matches.

Use of grounds for finals matches and training will take precedence over requests for pre-season use. Council will make the final decision on priority of training or finals.

2.16 Late Applications

Late applications may result in no allocation.

2.17 Sub-Letting of Facilities

No club or agreed user shall sub-let any part of a sports ground and/or any part of the pavilion allocated to it during the allocated period.

Council will not provide ground or facility tenancy to private sporting academies or clubs engaging a private academy to deliver training to a tenant club's team or teams or conduct private activities.

Non-compliance may result in Council withdrawing allocation.

2.18 Seasonal Handover

Seasonal Handover will be arranged by the seasonally allocated club or group by making contact with Councils Recreation Department and arranging a meeting at the facility. Seasonal handover may take up to two hours in total and will involve the completion of checklists.

All buildings, rooms and facilities MUST be prepared for handover prior to the meeting.

Club property left on the premises at the conclusion of the allocation may be removed and disposed of by Council.

The club will be held responsible for any repair costs or works identified at handover.

A Council officer must be present at all seasonal handovers.

3 FEES AND CHARGES

Council subsidises the cost related to maintenance of the Alexandra Oval Reserve referencing the Alexandra Oval Reserve Fees and Charges Structure. Fees and Charges are calculated to recover a proportion of these expenses. Council considers this fee to be a Maintenance Recovery Level.

Fees and charges will increase according to the Consumer Price Index (CPI) and be reviewed annually in accordance with Council budgetary process.

3.1 Fees and Charges Guidelines

A schedule of fees and charges has been prepared based on the following principles:

- Council only recoups approximately 15% of total expenditure related to maintenance of the Alexandra Oval reserve.
- Where more than one club shares the use of a sport ground and/or pavilion, each club will be charged a proportion of the fee amount.
- Fees and charges will be indexed yearly in accordance with a percentage increase in CPI or any other factors that Council deems appropriate in relating the fee to the cost.
- Fee tables can be found in the appendix of this document.
- All prices listed are GST exclusive.

3.2 Concession

Incentives are offered to clubs who provide a diverse range of sporting opportunities, encourage participation by local residents and meet or provide social inclusion targets or other services to people.

Where necessary, Council may ask for further evidence of eligibility or make further inquiries to relevant bodies and providers, for any of the above mentioned categories. Any club found supplying misleading or false information, will have their full concession application disregarded.

Full details regarding concessions are available within the Alexandra Oval Reserve Pricing Structure.

Concessions do not apply to security bonds.

3.3 Payment of Fees

An invoice for Seasonal/Casual Use Alexandra Oval will be forwarded to clubs through the allocation period along with a due date when payment is required. Invoicing will be conducted in accordance with the Alexandra Oval Reserve and Community Centre Pricing Structure.

Any club that does not pay by the due date and does not make arrangement for payments will be considered as non-paying.

3.4 Non Payment of Fees

Any club that has a genuine reason for not being able to meet the financial obligations should contact Council in writing without delay to set up a payment plan or risk non-allocation. If two consecutive payments are missed the payment plan will become void and the balance of the account will need to be paid in full immediately.

Where non payment occurs Council will engage debt collection to resolve accounts and the club will incur the full cost of debt collection upon further application for sports ground use.

Non-payment of any outstanding sports ground, pavilion, utility fees and charges may result in the non-allocation of Council facilities.

3.5 TERMINATION

The Council may terminate the allocation agreement if:

- Fees are not paid within two (2) months of the due date for payment;
- The user breaches terms and conditions of the agreement and after having been given notice in writing of the breach, the user fails to remedy the breach within one (1) month; or
- An order is made or a resolution is passed for the winding up of the user.

3.6 UTILITIES

Clubs are responsible for paying the utility charges as itemised in the Alexandra Oval Reserve Pricing Structure related to their seasonal use.

Any outstanding utility bills may jeopardise future allocations.

Council retains the authority to change providers at any point. Written notification will be provided to seasonally allocated users prior to any changes.

3.7 AUSTRALIAN DRUG FOUNDATION - GOOD SPORTS PROGRAM

All sporting users are encouraged to join the Australian Drug Foundation's **Good Sports Program**. This program and other beneficial programs are available by contacting Sport Central Ballarat

Address: 1305 Sturt Street, Ballarat, Victoria, 3350

Phone: (03) 5331 6966

Fax: (03) 5332 3980

Email: info@sportscentral.org.au

Website: www.sportscentral.org.au

Office Hours: Mon-Fri 8:30am – 4:30pm

Sports Central provides a number of programs including:

- Responsible Serving of Alcohol (RSA) courses
- Looking after your mates programs that can be run at your local club.
- Healthy Sporting Environments

Council will only endorse Seasonal User Applications from clubs who have registered with Good Sports and have members who have undertaken Responsible Service of Alcohol training.

Documented evidence of current qualifications must be provided prior to handover.

4 FACILITY INFRASTRUCTURE AND MAINTENANCE

4.1 BUILDINGS

The Ararat Rural City Council is responsible for the maintenance and management of all buildings at the Alexandra Oval Recreation Reserve including the Ararat Community and Sporting Complex.

The Alexandra Oval Reserve Users Reference Group is responsible for those areas outlined in the Alexandra Oval Reserve Users Reference Group Terms of Reference (TOR)

4.2 CHANGE FACILITIES

A table outlining roles and responsibilities of users and Council can be found in appendix no 7.

Council's Building Maintenance Department and Recreation Department proactively inspects building identifying maintenance or compliance issues.

Audits are conducted proactively, quarterly and at handover.

Should it be found that users are not meeting the agreement, Council will request they be rectified. If issues are not rectified and/or users continue to breach their tenancy agreement, Council will rectify the issue at the user's expense and/or may withdraw the allocation. Users will be charged for repairs deemed to be through misuse. **This includes damage by visiting clubs or visitors.**

Council shall invoice users for any additional amount and/or may retain the security bond.

4.3 ALEXANDRA OVAL COMMUNITY CENTRE

Council will provide proactive inspections of pavilions identifying maintenance issues.

Audits are conducted proactively, quarterly and at handover.

Should it be found that users are not meeting the agreement, Council will request rectification. If issues are not rectified and/or users continue to breach their tenancy agreement, Council will rectify the issue at the user's expense and/or may withdraw the allocation. Users will be charged for repairs deemed to be through misuse. **This includes damage by visiting clubs or visitors.**

Council shall invoice users for any additional amount and/or may retain the security bond.

4.4 CLEANING

Council pavilions and grounds must be cleaned and maintained in a state suitable for use by all users and any community groups that use the facilities. It is the responsibility of users to leave buildings and grounds in a clean and tidy condition **immediately** after use.

Council will provide the following in the Alexandra Oval Community Centre

- Vacuum Cleaners (x1)
- Mop and buckets (x2)
- Brooms (x2)
- Buckets (x4)

Seasonally allocated users must have all floor coverings, wet areas, change rooms, trainer's rooms and time keeping areas professionally cleaned prior to handover. (Council recommends this cost is split equally between clubs) Adequate evidence of this function should be provided at handover ie: receipt.

Professional cleaning services will be used on the Alexandra Oval Community Centre bimonthly. This cost will be included into the user's fees. This will be arranged by Council

A Cleaning Checklist is provided in the Appendix of this document, which outlines the after use cleaning process to be followed throughout the agreement period.

Failure to complete this checklist is a breach of the Seasonal / Casual agreement

4.5 Scoreboards and Coaches boxes

Ararat Rural City Council is responsible for the installation, maintenance and replacement of scoreboards and coaches boxes.

Council staff will provide access to the scoreboard at handover.

The scoreboard will be included in the condition report at handover.

Seasonal users are responsible for the maintenance and replacement of scoreboard numbers and letters.

4.6 Sports Ground Lighting - Installation and Capital Costs

The Ararat Rural City Council will provide initial sports facility lighting if required at the standard determined in the Community Sports Field Lighting Guide.

http://www.dpcd.vic.gov.au/sport/publications-and-research/publications/community-facilities

The Seasonally Allocated Users are required to fund at least 50% of the cost of upgrading lights at the reserve. Council's contribution will be dependent on funding available within the capital works budget.

Sports ground lighting on Council land remains the property of Council and cannot be removed in part or full. Appropriate compensation may be requested if the club is required to re-locate as a result of a Council request.

Council will maintain floodlight towers and fittings, and undertake globe replacements. Globes may not necessarily be replaced as soon as the fault is reported due to costs associated with completing such repairs.

The cost of replacement globes is the responsibility of the winter tenants and should be split equally between Football Clubs.

Council must receive the financial contribution in full before any work can commence.

4.7 Fencing

Council will be responsible for maintaining fences around grounds and the perimeter of reserves.

Council will provide internal fencing or bollards to restrict vehicular movement to designated areas of a reserve. Bollards and gates must not be removed by clubs accept for emergency vehicle access.

Temporary fencing of reserves for the conduct of finals and special events will be the responsibility of the agreed users and organisations.

Organisations must apply to Council seeking approval, outlining the proposed event, fence type, location and the manner in which it is to be constructed.

Contact Council for further details.

4.8 Waste and Litter Management

Users are responsible for ensuring that all waste generated from the use of the reserve is cleaned at the end of match day or training session or use. Failure to comply with this condition may result in Council organising for the littered area to be cleaned at the users expense and may also jeopardise future allocation.

The Alexandra Oval Community Reference Group must provide the following information detailing bin management:

- The number of garbage bins required by the Alexandra Oval Reserve User Reference Group
- The number of recycling bins required by the Alexandra Oval Reserve User Reference Group
- Contact details of the person responsible for the management of garbage and recycling bins put out for collection and returning them to safe storage within 24 hours after emptying.

For instances where excess rubbish is expected, Finals matches, Festivals and the like, arrangements must be made by the hirer to remove additional rubbish at their expense.

The regular cost of waste removal is a component of the Seasonal/Casual User's fee.

Under no circumstance are users to arrange for Skip bins to be delivered on site without prior written consent of Council.

4.9 Dumped/Illegal Rubbish

Illegally rubbish dumped on Council land should be reported to Councils Local Laws Department. It is an offence to dump household or commercial rubbish into a litterbin.

Contact details are provided at the end of this document.

4.10 Irrigation

Council is responsible for the maintenance and operation of all automatic irrigation systems. Users are not to access or alter control unit settings under any circumstances.

Users must notify Council immediately if there is any interruption to mains power as this can affect the irrigation settings.

Contact details are provided at the end of this document.

4.11 Car Parks & Access Roads

The maintenance of car parks and access roads is the responsibility of Council. Where access roads require grading Council will complete the works as required.

4.12 Trees/Shrubs/Gardens

Ararat Rural City Council is responsible for the maintenance of all gardens and landscaped areas.

4.13 Public Toilets

Council maintains and pays the utility costs associated with toilets located on Council reserves that are open to the public seven days per week. This includes public toilets attached to pavilions.

Where toilets are located at a sports reserve and are only open on match days for members and spectators, the seasonally agreed user will be responsible for opening, closing, cleaning and the replacement of consumables.

4.14 Capital Development

All capital development proposals must come in writing and be addressed to the Chief Executive Officer, Ararat Rural City Council. Written proposals must include preliminary design plans, costing and confirmation of user contribution.

All proposals must be lodged by the Alexandra Oval Reserve User Reference Group

The user will be ineligible for consideration of capital works and funding grants if it has defaulted in its payment of debts to Council.

4.15 Building Alterations

No alterations or capital improvements are permitted without the written approval of the Ararat Rural City Council.

Building alterations may be subject to Town Planning and or a Building Permit.

Users wishing to have buildings upgraded must apply to Council in writing via the Alexandra Oval Reserve User Reference Group. All applications should include a proposal outlining:

- Confirmation of user contribution/ability to fund
- Detailed plans
- Timing of the proposed works
- Letters of support from all other users who are allocated the facility
- A minimum of 3 quotes must be supplied.

Council will not be responsible for any unauthorised and/or illegal building works. Users will be responsible for all costs associated with any remedial works required.

All building and facility improvements will remain the property of Council and cannot be removed in part or in full. Appropriate compensation may be negotiated if users re-locate as a result of a Council request.

5 SPORTING INFRASTRUCTURE

5.1 TURF WICKETS

Ararat Rural City Council provides renovation of the wicket table and initial preparation of the cricket wicket annually. This does not include cutting, marking or rolling of the match wicket.

Council provides all of the associated powered equipment necessary for the preparation and maintenance of the wicket. Fuel is provided in the turf shed as a component of the Council commitment.

Ararat Rural City Council Parks and Gardens Staff will prepare and maintain the wicket until 5.00pm on the Monday prior to the first match of the respective round.

The home team according to the associations draw is responsible for the preparation of the turf wicket following this.

- On the match wicket area, wickets will be prepared for fixtured games only.
- Any additional wicket areas which need to be prepared will be done so with approval from Council officers.

It is the responsibility of the Grampians Cricket Association to prepare additional wickets for matches that are booked under Casual Agreements such as T/20 Matches, Kirton Shield or Country Week.

Turf wicket renovation will generally begin between the 1st and 2nd week of September and will require pre season and finals training to be conducted away from the turf wicket unless otherwise indicated by Council.

The home team and therefore team preparing the match wicket will be responsible for the covering/uncovering and preparation of cricket wickets.

Access to the Turf Maintenance shed will be provided during the handover period.

It is the responsibility of the relevant cricket association to ensure that the cricket covers are maintained and the carriage device is functional.

Wicket preparation/maintenance equipment must not be left on the playing surface between preparation sessions.

All equipment used for the preparation and maintenance of the wicket table is owned by the Ararat Rural City Council.

5.2 MOVABLE SOCCER/RUGBY GOALS

All moveable soccer/rugby goals should be compliant with the Australian Competition and Consumer Commission's Consumer Protection Notice No.28 of 2010. For more information, contact Standards Australia on 1300 654-646. Goals must not have sharp edges protruding that may cause injury.

All moveable goal assemblies are the responsibility of the agreed user. Council does not provide, maintain or replace portable soccer / rugby goals. All users must:

- Ensure that portable goals are securely anchored to the ground.
- That all equipment and safety padding be checked and adjusted before every use.
- Never allowing any person to climb on netting or goal framework.

- Safety warnings are prominently positioned and clearly visible on the goal posts.
- Ensure that goal posts are safely stored to prevent unauthorised use and potential injuries.
- Goal posts which are not stored correctly will be removed and disposed of by Council at the users cost.

5.3 Goal Posts

The provision of the appropriate standard goal posts is the responsibility of Council.

Users must provide goal post padding to the standard required of the relevant league or association.

Users must not change, alter or allow goal posts to be damaged in any way.

Costs attributed to damage occurring in the seasonal agreed times will be forwarded to the user

5.4 Goal Nets

The provision of an appropriate standard goal netting systems is the responsibility of Council

Users must not change, alter or allow goal nets to be damaged in any way.

Costs attributed to damage occurring in the seasonal agreed times will be forwarded to the user.

5.5 Storage

The out of season storage of equipment is the responsibility of the users. The use of shipping containers at the reserve must be approved by Council. A written request from the Seasonal User to Council is required.

Prior to handover all equipment owned by the tenant user must be removed from the Fiscalini Change rooms.

Female or accessible toilets are not to be used for storage under any circumstance.

5.6 Line Marking

All line-marking requirements are the responsibility of users. Field dimensions must comply with relevant guidelines, taking into account size, orientation and allow for a minimum run off around the playing area.

Line markings are only permitted using water based spray paint or other similar material which will not endanger ground users or damage turf.

Users will be held accountable for any damage to the turf or otherwise as the result of using incorrect line marking materials.

5.7 Vehicles on Reserves

Vehicles are not permitted to be parked on the oval surface without the written permission of Council.

Users are not permitted to park vehicles on oval surface when preparing cricket wickets. Following the setup or break down for an event all vehicles must be immediately removed from the surface.

Emergency vehicles such as Ambulances during allocated sporting or community uses are exempted

Trucks are not permitted onto the surface without the written permission of Council

6 CONDITIONS OF USE

6.1 Times of Pavilion Use

Seasonally Allocated or Casual hirers are responsible for ensuring all members and guests of the club adhere to the EPA Guidelines for noise. Section 48A (5) prohibits noise from amplified sound (i.e. that can be heard outside the building) to the following times:

- Monday to Thursday before 7 am and after 10 pm
- Friday before 7 am and after 11 pm
- Saturdays and public holidays before 9 am and after 11 pm
- Sunday before 9 am and after 10 pm

In addition, Council requires that the premises are **vacated by 11 pm** so that local residents are not disturbed into the early hours of the morning.

6.2 Times of Use for Sports Ground Lights

Training lights must be turned off **by 9.30pm** every night of the week.

A maximum of four light towers may be used for training nights at any one time. Use of 6 tower configuration is for events only and access must be sought through a written submission to Council.

Users that are found using sports ground lights beyond this time will be deemed to be in breach of the agreement

Lighting use required beyond 9.30 pm will require prior written permission from Council.

Australian Standards for competition night matches require a higher illumination than for training.

6.3 Accepted Behaviour

Users are not to conduct any offensive activity or use facilities for illegal or immoral purposes.

The display of any sexually explicit or offensive material in any form is prohibited.

Users need to be mindful that many facilities are located in residential areas. Respect must be given to residents and their property, including houses, vehicles, fences or yards.

The buildings and associated facilities located at Alexandra Oval are not party venues and should not be used as such.

6.4 Footwear in Buildings

Football boots and Cricket Spikes are not to be worn in the social / community rooms at any time.

Users will be responsible for all costs relating to the repair or replacement of floor coverings if damaged.

Consideration should be given to the removal of spiked footwear before entering change rooms also

6.5 Facility Audits/Inspections

Council staff reserves the right to access facilities at any time to undertake inspections or repairs. Pavilions will be audited and inspected on a regular and proactive basis and users will be notified should there be any issues that require attention.

6.6 Grievance/Complaints Procedure

All grievances or complaints must be made in writing, addressed to the Chief Executive Officer Ararat Rural City Council. If a dispute cannot be resolved, then a determination in writing by Council shall apply.

6.7 Advertising/Signage

The installation of signage in any form must be approved by Council prior to installation.

6.8 Gaming

No game of chance at which either directly or indirectly money is passed as a prize will take place at the reserve without first obtaining the written consent of the Ararat Rural City Council and a minor gaming permit from the Victorian Commission for Gambling and Liquor Regulation (VCGLR)

6.9 Smoking

All users must comply with current legislation.

Clubs are advised that smoking is prohibited in all Council owned buildings including sports pavilions and no person is able to smoke within ten (10) metres of doorways or open windows. It is the responsibility of agreed seasonal or casual users to uphold this policy in the interests of community health.

User groups are to ensure that cigarette butts do not litter the pavilion surrounds. Additional cleaning costs will be the responsibility of the seasonally allocated user/s.

If during football season the costs will be split equally.

Any evidence of smoking within a Council pavilion will result in an immediate review of the user group's allocation of that facility which may also jeopardise any future allocations.

6.10 Contents Insurance

Council does not provide contents insurance for seasonally allocated users. If the users wish to store valuables, equipment or memorabilia within the buildings, the club is solely responsible for insurance of all of its contents.

6.11 Security, Locks & Equipment

Clubs must ensure the facility is fully secured after every use. All gates, chain gates and padlocks and other Council provided equipment shall be kept in the locked position after each and every use to minimise theft.

Users may be liable for the replacement cost of locks if damaged through misuse or neglect.

The Ararat Sports and Community Centre has a fully integrated alarm system. Alteration or modifications to the system may result in immediate review of the user agreement

6.12 Water Restrictions

Users must comply with any water restrictions and should understand that water restrictions may affect their use of Council's sports grounds. Users will be regularly updated with the changes to water restrictions and the impact that these restrictions will have on their seasonal allocation.

6.13 Fire Extinguishers

Council provides fire extinguishers and fire blankets where required to comply with Essential Services Regulations. Equipment is serviced regularly to ensure correct operation in the event of an emergency. Equipment found missing, misused or damaged will be replaced at the user's expense.

6.14 Open Fires

Fires are not permitted for any reason inside or outside the buildings.

6.15 Syringe Disposal

To assist safe syringe disposal, Syringe Disposal kits are provided in the cleaning storage area.

6.16 Exit Doors

Doorways and exits must not be blocked during functions or events.

6.17 Public Announcements (PA) Systems

The Alexandra Oval Reserve does not provide an external public address system.

Connection to mains power is available external to the building. Users must provide their own public address systems if they are required.

Users are responsible for adhering to copyright laws where applicable. Further information is available by contacting ACMA (Australian Communications and Media Authority)

7 HOSPITALITY

7.1 Point of Sale System Overview

The Alexandra Oval Community Centre is a shared facility catering for many different users with different requirements. As a result the Centre has been fitted with a Hospitality Point of Sale System (POS) to manage the sale of food and liquor through the bar, kitchen and canteen areas.

The system is commonly used in restaurants and hotels and is a computer that replaces the traditional cash register. The POS system records transactions, accepts cash, credit and debit card transactions and tracks inventory.

POS terminals are located in the Bar, Kitchen (at the servery to the Community Room) and in the canteen. All terminals are connected by network cables and are loaded with software to meet the needs of activities from these areas.

Cash drawers are available for each terminal for the use of the hirer.

The POS systems will be loaded with the inventory available at each of these locations and can be programmed with specific inventory and menu's for the hirer as required and agreed to by Council and/or the Alexandra Oval User Reference Group.

7.2 Training

All hirers of the facility will be required to undertake a training session on the use of the POS system.

Training will involve an overview of the system, instruction in operating and cash management procedures. Training will be conducted by Council and/or the Alexandra Oval User Reference Group representative.

7.3 Stocktake

The hirer of the Alexandra Oval Community Centre will be required to undertake a stock take of the inventory with a representative from Council and/or Reference Group in the area being hired prior to their event.

The inventory will be checked and recorded against the POS system inventory and signed off by the each representative.

The same process is to be undertaken after the event to reconcile sales and stock and signed off by each representative for the purposes of payment and/or profit for the event.

7.4 Handling of Takings from an Event

Each item sold through the Kitchen, Bar and Canteen areas by the hirer shall be processed through the POS system. The POS electronically tracks the inventory based on the sales made.

After the event the hirer will be provided with a copy of the reconciled sales and stock take as a record of the profits or amount payable for the event.

All monies from the cash drawer are to be locked in the cash drawer and made secure and safe by the hirer after the event.

Once the reconciliation has been undertaken with Council and/or the Reference Group Representative the money from the cash drawers for the food only component of sales is distributed accordingly (to hirer or reference group depending on event) and the money from the sale of liquor is to be banked by the holder of the liquor license and distributed accordingly to the hirer.

The following table provides the handling fees associated with the takings through these areas payable by the hirer. Fees will be calculated at the time of reconciliation and taken from the amount payable or added to invoice amounts for the event;

Inventory Sold	**Handling Fee %**
Packaged Food	3%
Liquor	5%
Prepared Food	0%

Handling fees go towards the provision of pantry items and the Management of the Hospitality area of the Centre.

NOTE – Council and/or the Reference Group will advise the 'cost' price of items in the inventory at the initial stock take. The hirer can determine the sale price for the inventory for their event and the POS system can be altered accordingly. Recommended sale prices will be provide as the default amount in the POS.

7.5 Operating Hours for Sales

The operating hours for the sale of liquor is governed by the Legislative requirements as referred to in section 9 of the user guide.

Strict penalties apply to breaches of the Liquor License.

The sale of food from the Canteen and Kitchen are permitted within the times agreed in the Seasonal or Casual Agreement.

8 RISK MANAGEMENT

Seasonal Users should complete their own risk assessment on the reserve and facilities prior to the commencement of each seasonal use.

Prior to each use of an allocated sports ground, clubs are required to conduct a ground inspection to determine its suitability for use, specifically in terms of dimension of playing area – taking into account the skill level or standard of competition.

The club should contact their local association or governing body to obtain a copy of the recommended inspection forms and guidelines relevant to their sport.

Where an Association does not have guidelines, Council will provide guidance in regards to dimensions of playing area.

Clubs should notify the relevant Council officer of any issues arising out of inspections immediately.

9 LEGISLATIVE REQUIREMENTS

9.1 LIQUOR LICENCES

It is the intention of the Ararat Rural City Council that the Alexandra Oval Reserve catering functions is managed by the Alexandra Oval Users Reference Group.

The Ararat Rural City Council will hold the Liquor Licence for the facility.

The sale of liquor without a licence is prohibited. Clubs need to contact the Victorian Commission for Gambling and Liquor Regulation to apply for any additional licences (www.vcglr.vic.gov.au) and are required to provide a copy of their liquor licence with allocation application.

Council will only support applications that are in accordance with the liquor licence for the facility

Council along with the Victoria Police will monitor the administration and operation of the liquor licence. The responsible serving of alcohol is to be managed by the Alexandra Oval Users Reference Group

The Alexandra Oval Users Reference Group is required to ensure their liquor license operating times are in line with the above times.

If a club or group wish to hold a function and serve alcohol outside these times, permission must be sought from Council and a temporary Liquor Licence applied for.

9.2 INCORPORATIONS

The Alexandra Oval Users Reference Group must be incorporated.

Council will only allocate facilities to clubs that can provide documentation to show they are incorporated under the Association Incorporations reform Act 2012. For further information contact 1300 558 181 or http://www.consumer.vic.gov.au/

9.3 PUBLIC LIABILITY INSURANCE

All users must have Public Liability Insurance cover with Council noted as an interested party.

Seasonal Users must be covered for a minimum of $10 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the user arising out of or in relation to allocation of a facility.

A copy of the Certificate of Currency must be attached to the Seasonal application at the application stage.

Clubs may arrange Public Liability insurance directly through an insurance company or through a broker. State or local sporting associations will be able to give you guidelines on costs involved and further information.

9.4 FOOD REGISTRATION

It is a mandatory requirement under the ***Food Act 1984*** that the premise, in which food is sold, is registered as a Food Premise with the local Council.

The Alexandra Oval Users Reference Group must register the facilities with Council.

Council's Health Department registers and inspects kitchen facilities at all facilities that sell food. Such clubs must have a Food Safety Program.

A sporting club that operates a Food Premise year round should contact the Environmental Health Officer to arrange registration. The annual registration fee for food premise applies.

9.5 Disability Discrimination Act and Equal Opportunities Act

Under Council's commitment to provide disability access in all Council owned premises, users are required to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and Equal Opportunity Act.

Seasonally allocated users must comply with any reasonable request from Council in this regard.

9.6 The Charter of Human Rights

Council supports the introduction of the Charter of Human Rights and Responsibilities in Victoria. The Charter came into force on 1st January 2007. From 1st January 2008 all public authorities (including local government) are bound by the Charter - which obliges authorities to take human rights into consideration when making laws; developing policies and procedures; and providing services.

9.7 Working with Children Check

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm.

The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

If you work or volunteer with children you may need to apply for a WWC Check. Employers, volunteer organisations and agencies must ensure that any of their staff or volunteers who need a WWC Check has applied by the due date.

For further information contact Department of Justice on 1300 652 879 or
www.justice.vic.gov.au/workingwithchildrencheck.

10 FESTIVALS/EVENTS/TOURNAMENTS/NON FIXTURED MATCHES

Users, both Seasonal and Casual, who wish to hold festivals or events, need to be aware that specific restrictions apply to insurance cover. Standard sports club insurance does not cover festivals or open days. For further information on festival specific insurance or to obtain assistance with the development of an event please contact Councils Events Department.

Users wishing to hold tournaments or non club related events must advise Council in writing at least 1 Month before the event date. Council can advise as to the permits required and the conditions that may apply.

11. ARARAT RURAL CITY COUNCIL CONTACT DETAILS

Please contact the relevant section of Council using the below list as a guide. For general enquiries please contact the Ararat Rural City Council Recreation Department.

Department and Contact Person	Responsibilities
Ararat Performing Arts Centre 5352 2181 Russell Potter rpotter@ararat.vic.gov.au	• Community bookings • Social / Community rooms management • Cleaning Contract / Social spaces
Design and Project Management Coordinator Alison Tonkin 5255 0223 atonkin@ararat.vic.gov.au	• Recreation Services and Planning, • Recreation infrastructure projects
Project Management & Recreation Officer Barkley Vincent 5355 0256 bvincent@ararat.vic.gov.au	• Keys/Cards • Ground Allocations • Training Lights • Proposed pavilion works • Coaches Boxes • Club Development • Tenancy Applications • Fees and Charges • Pavilion or sports ground maintenance
Community Development Officer Robyn Hemley 5355 0257 rhemley@ararat.vic.gov.au	• Community grants program
Structural Works Coordinator Keith Johnson 5355 0905 kjohnson@ararat.vic.gov.au	• Building Maintenance Issues • Damage to Facilities • Graffiti
Parks and Gardens Officer David Pitches 5355 0906 dpitches@ararat.vic.gov.au	• Sports Ground Maintenance • Sprinklers • Line Marking advice • Fencing • Repairs to Cricket Wickets • Gardens/Landscaping
Waste and Sustainability Officer Deidre Andrews 5355 0233 dandrews@ararat.vic.gov.au	• Pavilion Rubbish Collection • Recycling Collection • Additional Garbage Bins • Repairs to Damaged Bins • Emptying of Litter Bins
Events Officer Belinda Jones 5355 0272 bjones@ararat.vic.gov.au	• Festivals • Open Days • Special Events

Environmental Health 5355 0200 EHO@ararat.vic.gov.au	• Food Act Registration • To register and inspect all food premises and ensure premises compliance with their food safety program.
Planning Enquiries 5355 0222 jhastings@ararat.vic.gov.au	• Permanent signage • Planning Permit Application • Advertising Signage on Council Land
Local Laws/ Risk/ Emergency Management Matt Wood - Manager 5355 0214 mwood@ararat.vic.gov.au Ricky Bowen – Local Laws Team Leader 0400 168 513 (After Hours Call Out) rbowen@ararat.vic.gov.au	• Emergency after hours issues
Ararat Aquatics & Recreation Centre Sam Winter or Josh Day 5352 1064	• Aquatic & Leisure Facilities • Gymnasium • Court hire
Ararat Police Complex 5355 1500	
Ararat Hospital 5352 9300	
Ararat Medical Centre 53522311	
Emergency 000	

APPENDIX

1. Ararat Community Sporting Complex Management Plan (SGL)
2. Ararat Community Sporting Complex Pricing Structure (SGL)
3. Seasonal Use Application
4. Casual Use Application
5. Pre Season and Finals Training Application
6. Training Checklist and Club Ground Inspection Process
7. Roles and Responsibilities
8. Asset Register Template
9. Division of Seasons
10. Change Rooms Cleaning Checklist
11. Social Rooms Cleaning Checklist
12. Change Roms Cleaning Schedule

APPENDICE 1

Refer to separate document - Alexandra Oval Reserve Management Plan.

APPENDICE 2

Refer to separate document -Alexandra Oval Reserve and Community Centre Pricing Structure

APPENDICE 3

Ararat Rural City

ARARAT RURAL CITY COUNCIL

SEASONAL USER AGREEMENT – ALEXANDRA OVAL 2014/15

ALL BOXES MUST BE COMPLETED PRIOR TO ACCEPTANCE.

ALL PROPOSED USES MUST BE INCLUDED IN THIS DOCUMENT

Club/ Organisation name: _____

Sport(s) to be played: _____

Association/ League/ competition played in this season: _____

Name of President: _____

Address: _____

_____ Postcode _____

Telephone number: (Private) _____ (Business)_____

(Mobile) _____ (Facsimile)_____

Name of Secretary: _____

Address: _____

_____ Postcode _____

Telephone number: (Private) _____ (Business)_____

(Mobile) _____ (Facsimile)_____

Email _____

Club postal address: _____ Postcode _____

Ararat Community and Sporting Centre Representative: _____

Clubs Bank Details: Bank Name_____ Account number/ BSB_____

Contact person (Ground Safety Officer) for ground inspection queries

Name: _____ Mobile no._____

Is your organisation incorporated? ☐YES ☐NO Incorporation No: _____

Does your organisation have an ABN? ☐YES ☐NO ABN No: _____

Are you registered for G.S.T. ☐YES ☐NO

Are you a Good sports registered Club? ☐YES ☐NO

Is your club registered with Sports Central as a

Healthy Sporting Environments Club? ☐YES ☐NO

Membership Details:

SENIORS JUNIORS VETERANS

Male	female	Male	Female	Male	Female

Will alcohol be sold to the public? ☐YES ☐NO **(If yes attach copy of Liquor Licence)**

Will food be sold to the public? ☐YES ☐NO **(If yes, refer to Environmental Health Officer & attach permit)**

Will any temporary structures be erected: ☐YES ☐NO (If yes, refer to Council's Municipal Building Surveyor – attach permit)

PUBLIC LIABILITY INSURANCE: A current 'Certificate of currency' must accompany this application. The certificate must state the level of cover and any exclusion clauses. Minimum cover required is $10 million.

Certificate attached ☐ Policy Number: _____ Expiry date: _____

Coverage level (eg. $10 million) _____

USAGE PERIOD: ☐ SUMMER (1OCTOBER to 31 MARCH) ☐WINTER (1 APRIL to 30 SEPTEMBER)

ALL PROPOSED USES MUST BE INDICATED IN THE TABLE BELOW

DATES REQUIRED FOR HOME & AWAY SEASON (excluding Finals) From_____ to _____

Day/s required	Times required	Use of ground/oval/Facility	Other facilities required	Dates
Monday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Training ☐ Competition ☐ Social function	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Tuesday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Training ☐ Competition ☐ Social function	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Wednesday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Training ☐ Competition ☐ Social function	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Thursday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Training ☐ Competition ☐ Social function	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Friday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Training ☐ Competition ☐ Social function	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Saturday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Training ☐ Competition ☐ Social function	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Sunday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Training ☐ Competition ☐ Social function	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	

Please note:

All finals matches are to be booked by relevant league/association and are to be negotiated with Council.

Grounds may be required by other associations and finals matches will be given preference, so please be aware of setting dates for 'club social functions' during this time. Leagues and associations who book facilities finals are encouraged to consult with the liquor licence holder(Nominee) regarding all catering.

I, …… (Print name) declare that I have read and understand the conditions associated with this application and agree to abide by them.

…… Signature of authorised officer of the organisation making this application

Date: …….

Indemnity:

The Hirer agrees to indemnify and keep indemnified and to hold harmless the Ararat Rural City Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them arising out of or in relation to the hiring of the premises/ facilities.

The personal information requested on this form is being collected by Council for the collection of accurate club contact details. The personal information will be solely used by Council for the primary use or directly related purposes. The applicant understands that the personal information provided is for the access by the wider community and that they may apply to Council for access and /or amendment of the information. It is Council's usual practice to use /disclose the information collected on this form to assist individuals to obtain the contact details of a specific club/ group for the purpose of effective contact with the club/group. If you would rather we did not please respond in writing to Council's Municipal Recreation Officer.

This form must be completed in full and returned to the Ararat Rural City Council Municipal Recreation Officer prior to any use of the facilities

Contact details: Ararat Rural City Council. P.O. Box 246, Ararat. Vic. 3377. bvincent@ararat.vic.gov.au

GENERAL TERMS & CONDITIONS FOR THE USE OF FACILITIES AT ALEXANDRA OVAL RESERVE

1. All charges in relation to hire must be paid in full by the due date/s, unless suitable arrangements have been approved in writing.

2. Seasons operate as follows:

   - **Summer Season – 1st October until 31st March**
   - **Winter Season – 1st April until 30th September**
   - Seasonal users must provide all requested information in the agreement.
   - Access for pre-season training or matches shall be determined by negotiation between ground users and the Ararat Rural City Council. Practice match dates must be provided as a component of the Seasonal Agreement.

3. The Ararat Rural City Council reserves the right to approve the use of the ground by other persons not specified in this application at any time when the ground is not required for use by the Seasonally agreed tenant

4. The Ararat Rural City Council reserves the right to cancel the hirer's use of a recreation ground on a date shown in this application in the event of the ground required for an extraordinary function or extraordinary use.

5. The Council's Parks and Gardens Officer and or the Municipal Recreation Officer have the authority to withdraw the use of the ground for the following reasons but not limited to:

   - The ground is unplayable due to inclement weather
   - The ground is unsafe for match play or training
   - The ground is required to undertake surface repairs and / or redevelopment works

6. The hirer shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's insurance Policy or Policies relative to fire or public risk in connection with the hire of this recreation ground and the hirer hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.

7. Each Seasonal User shall appoint a **Ground Safety Officer** whose designated purpose shall be:

   - To inspect the sports field and surrounds prior to any training sessions and matches to ensure that the ground complies with the minimum standards of the sports code to be played and the ground is otherwise safe for practice or competition.
   - To complete the Club Match Day and Training Session Checklist provided as per requirements and to follow the process for notification.
   - To inspect the grounds during play when conditions deteriorate in order to reassess and reconfirm any earlier decisions.
   - The Ground Safety Officer's approval to play shall be final and any use without his/her approval shall be ruled to be in breach of this agreement.
   - In the event of a situation where the GSO / Seasonal User are unable to take appropriate action to rectify a safety issue, the facility must not be played on. The Ararat Rural City Council must be notified as soon as possible.
   - To submit a copy of each of the Training Day Checklists and a copy of the Match Day Checklist to the Municipal Recreation Officer at the end of each fortnight of the Pre-season and Home and Away Seasons. If

there is notification of a ground safety issue being addressed or rectified, then notification to Council should follow the process as stated in the Ground Inspection Process (page 3 of Council's Training Session Checklist)

8. Damage incurred to any facilities on the reserve must be reported to Council immediately by the Seasonal User.

   Failure to maintain Council facilities to an acceptable standard and comply with the above conditions may result in the immediate cancellation of a club's allocated use of ground and/ or pavilions.

9. It is the responsibility of the Seasonal User to ensure that the pavilion and its surrounds are left in a clean and tidy state at all times. The common sense policy of 'leaving the clubrooms as you find them' should prevail for all user groups.

   This will be as follows:

   - All floors, benches and walls are to be kept free of mud, dust and litter
   - Toilets, change areas and showers are to be hosed or mopped as appropriate as soon as possible after use, and all paper litter / strapping tape removed from the toilets, change areas.
   - Kitchen areas, including floors, benches and sinks are to be wiped clean and /or swept as appropriate, and are kept free of litter. All utensils and equipment are to be stored in cupboards when not in use.
   - Rubbish bins are to be emptied at the conclusion of every event/use, and under no circumstances is food or cooking waste to be left in open containers overnight.
   - Check to ensure that all windows and external doors are closed and the facility left locked and secure.

10. The pavilion is to be used solely to conduct the affairs of the club, including training, matches, club meetings and social functions for the club or organisation. No subletting is permitted at any time

    - If a sporting club requires the use of sportsgrounds and pavilion outside their allocated days and times for any purpose then a 'Casual User Agreement' form must be completed and returned to Council. All other requests to use the pavilion (including designated social rooms and change rooms) are subject to negotiation and availability.
    - The requested pavilion may be available for community hire subject to availability and suitability. A 'Casual Use Agreement' form must be completed and returned to Council prior to use
    - Where there is more than one tenant, storage space will be negotiated and agreed upon by all clubs/users. All equipment must be appropriately stored when not in use.

Seasonally Agreed Users of the reserve should retain a signed copy of this document.

Acknowledgment of having read them will be indicated by signing the application for 'Seasonal Use of Recreation Ground'.

APPENDICE 4

Ararat Rural City

ARARAT RURAL CITY COUNCIL

APPLICATION FOR CASUAL USE OF ALEXANDRA OVAL

(All boxes must be completed prior to submission)

Club/ Organisation/ Name: _____

Address: _____

Contact phone number: _____

Date of hire: From __/ __/ ____ to __/ __/ ____

Time required from _____to_____

Facilities required: Complete table below

Day/s required	Times required	Use of ground/oval/Facility	Other facilities required	Dates
	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Training ☐ Competition ☐ Social function	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	

Lights Required ☐YES ☐NO (See schedule of fees overleaf)

Activities planned: _____

Number of persons expected: _____

Special requirements: _____

Will alcohol be sold to the public? ☐YES ☐NO (If yes attach copy of Liquor Licence)

Will food be sold to the public? ☐YES ☐NO (If yes, refer to Environmental Health Officer & attach receipt and certificate number) **ph 5355 0200**

Will any temporary structures be erected? ☐YES ☐NO (If yes, refer to Council's Municipal Building Surveyor – attach permit) **ph 5355 0200**

Are you a Good sports registered Club? ☐YES ☐NO

PUBLIC LIABILITY INSURANCE: A current 'Certificate of currency' MUST accompany this application. The certificate must state the level of cover and any exclusion clauses. Minimum cover required is $10 million.

☐ Certificate attached Policy Number_____ Expiry date: _____

Amount of cover (eg. $10 million) _____

Undertaking:

I …… of …… hereby make application for the premises/facilities, date and times stated above, and I acknowledge having received and read a copy of the Conditions of Facility Hire and undertake to be bound by and comply with the conditions in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the conditions.

Indemnity:

The Hirer agrees to indemnify and keep indemnified and to hold harmless the Ararat Rural City Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them arising out of or in relation to the hiring of the premises/ facilities.

Any personal information requested on this form is being collected by Council for the collection of accurate club contact details. The personal information will be solely used by Council for the primary use or directly related purposes. The applicant understands that the personal information provided is for the access by the wider community and that they may apply to Council for access and /or amendment of the information. It is Council's usual practice to use /disclose the information collected on this form to assist individuals to obtain the contact details of a specific club/ group for the purpose of effective contact with the club/group. If you would rather we did not please respond in writing to Council's Municipal Recreation Officer.

SIGNATURE OF APPLICANT:..... DATE: …….

TERMS & CONDITIONS TO BE READ AND RETAINED BY THE USER

Fees Schedule

Description	Refer to Alexandra Oval Reserve and Community Centre Pricing Structure.
Alexandra Oval Reserve	
Ground Hire (Day Rate)	
Ground Hire (Training Session)	
Netball Courts(Day Rate)	
Netball Courts(Training Session)	
Lights towers (Casual User)	
1 x tower	
2 x towers	
4 x towers	
6 x towers	
Lights towers (Seasonal User)	
1 x tower	
2 x towers	
4 x towers	
6 x towers	

Change rooms (Fiscalini pavilion)	
Training Session	
Full day	
Pre / post event inspection service / Call out	

TERMS AND CONDITIONS

[Ararat Rural City Council recommends hirers read and retain a copy of this agreement]

1. All charges in relation to hire must be paid in full by the due date, unless the Council has approved suitable arrangements.

2. The Council reserves the right to approve the use of the facility by other persons at any time not specified in this application at any time when the facility is not required for use by hirer.

3. The Council may require the hirer to make available any building or facility on the reserve to another hirer where such building or facility is not under agreement to the hirer. This may include removal of goods and chattels of the hirer if deemed necessary.

4. The Council reserves the right to cancel the hirer's use of the facility on a date shown on this application in the event of the facility being required for an extraordinary function or extraordinary use.

5. The Council reserves the right to close a facility for use, or redirect users to an alternative facility where in the opinion of the Manager for Infrastructure Services or his/her delegate conditions renders the facility unsuitable for use.

6. The hirer shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council Insurance Policy or Policies relative to fire or public risk in connection with the hire of this facility and the hirer hereby agrees to indemnify the council to the extent that such policies are affected by commission or omission.

7. The hirer agrees to indemnify and to hold harmless the Council its servants and agents from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of this facility.

8. The hirer shall not produce, or perform, or suffer to be produced or performed on any reserve any dramatic, musical or other work in infringement of the copyright, or performing right of any owner of such rights, and it shall be a condition and term of this hiring that the hirer indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred in connection therewith.

9. No intoxicating liquor is to be served, or sold in association with this hiring unless the necessary approval has been obtained from Council and evidence of Licensing Commission permits are produced. The hirer is to strictly observe wet and dry areas stipulated on the permit.

10. The Food Act 1984 is to be complied with if food is to be prepared and /or served at the function.

11. Smoking is not permitted in any building.

12. It is the responsibility of the hirer to ensure that the pavilion is left in a clean and tidy. The common sense policy of 'leaving the facilities as you find them' should prevail for all user groups.

    This will be as follows:

    - All floors, benches and walls are to be kept free of mud, dust and litter
    - Flooring is to be vacuumed immediately following <u>every</u> inside event.
    - Toilets, change areas and showers are to be hosed or mopped as appropriate as soon as possible after use, and all paper litter removed from the toilet area.
    - Kitchen areas, including floors, benches and sinks are to be wiped clean and /or swept as appropriate, and are kept free of litter. All utensils and equipment should be stored in cupboards when not in use

13. Rubbish bins are to be emptied.

14. It is the responsibility of the hirer to ensure that all windows and external doors are closed and the facility left locked and secure. Additional fees will be incurred if not completed satisfactorily.

15. All requested documentation must be attached to this application. (i.e. Risk Assessments, Risk Management Plans, Liquor Licences, Building Permits, Food Handling Permits)

INSPECTION RECORD CHECKLIST

The facility should be checked prior to the function, to ensure that it is in a suitable condition for use, and that all equipment to be used is stored correctly and is available for use.

After the function the facility should be checked again to verify compliance with the conditions of use. It is a condition of use that the following checklist be completed and returned to Council within 3 days of the hire period.

Casual User: _____

Date: _____

PRE- EVENT	**YES/NO**	**COMMENTS (if applicable)**
Floors clean and vacuumed	☐YES ☐NO	……
Bench tops/Counters clean	☐YES ☐NO	……
Toilets clean	☐YES ☐NO	……
Equipment stored correctly	☐YES ☐NO	……
Emergency exits clear	☐YES ☐NO	……
Fire extinguishers in place	☐YES ☐NO	……
Emergency signage in place	☐YES ☐NO	……
Structural damage present	☐YES ☐NO	……
Equipment loss or damage	☐YES ☐NO	……
POST –EVENT:		
Facility clean	☐YES ☐NO	……
Equipment stored correctly	☐YES ☐NO	……
Emergency exits clear	☐YES ☐NO	……
Fire Extinguishers in place	☐YES ☐NO	……
Emergency Signage in place	☐YES ☐NO	……
Structural damage present	☐YES ☐NO	……
Equipment loss or damage	☐YES ☐NO	……
Floor mopped	☐YES ☐NO	……
Kitchen wiped down	☐YES ☐NO	……
Carpets vacuumed	☐YES ☐NO	……
Toilets cleaned and paper replaced	☐YES ☐NO	……
Terrace swept	☐YES ☐NO	……

Name:…… Signed: …… Date: ……..

APPENDICE 5

Ararat Rural City

ARARAT RURAL CITY COUNCIL

APPLICATION FOR PRE SEASON / FINALS USE OF ALEXANDRA OVAL RESERVE

Please complete a separate application form for each section of the club (eg. netball and football)

Club/ Organisation name: _____

Type of sport to be played: _____

Association/ league/ competition played in this season: _____

Name of President: _____

Address: _____

Telephone number: (Private) _____ (Business) _____

(Mobile) (Facsimile)_____

Name of Secretary/Contact person:

Address:

Telephone number: (Private) _____ (Business) _____

(Mobile) (Facsimile)_____

Email

Website _____

Club postal address: _____

Contact person (G.S.O.) for ground inspection queries

Name:_____ Mobile no_____

Is your organisation incorporated? ☐YES ☐NO Incorporation No:_____

Does your organisation have an ABN? ☐YES ☐NO ABN No: _____

Participant Details:

SENIORS JUNIORS VETERANS

Male	female	Male	Female	Male	Female

Will alcohol be sold to the public? Yes/ No **(If yes attach copy of Liquor Licence)**

If yes, register with the Police as a 'Party Safe' event.

Will food be sold to the public? Yes/ No (If yes, refer to Environmental Health Officer & attach permit)

Will any temporary structures be erected: Yes/ No

PUBLIC LIABILITY INSURANCE: A current 'Certificate of currency' must accompany this application. The certificate must state the level of cover and any exclusion clauses. Minimum cover required is $10 million.

☐ Certificate attached Policy Number:_____ Expiry date:_____

Amount of cover (eg. $10 million

Does your organisation realise it is responsible for **Building Contents Insurance**? ☐YES ☐No

USAGE: ☐ SUMMER (1OCTOBER to 31 MARCH) ☐WINTER (1 APRIL to 30 SEPTEMBER)

Attach draw if applicable

DATES REQUIRED FOR PRE SEASON TRAINING From_____ to _____

Day/s required	Times required	Use of ground/oval	Other facilities required	Dates (if not for full season)
Monday	From To	☐ Pre-season training ☐ Final	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Tuesday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Final	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Wednesday	From To	☐ Pre-season training ☐ Final	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Thursday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Final	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Friday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Final	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Saturday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Final	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	
Sunday	From ..... am/pm To ..... am/pm	☐ Pre-season training ☐ Final	☐ Oval Surface ☐ Netball Courts ☐ Change rooms ☐ Social/ club rooms ☐ Kiosk/ Kitchen ☐ Bar ☐ Scoreboard ☐ Coaches Box/s ☐ Time keepers Box ☐ Entrance ticket box	

Note:

Alexandra Oval in Ararat is a shared facility. As such it is important that the all pre-season and casual users are aware of the need to act in the best interests of all users. Bookings DO NOT entitle the hirer to exclusive use of the reserve surface.

Home and Away season requirements – a separate form for Home and Away season must be completed.

I ……..(Print name) declare that I have read and understand the conditions associated with this application and agree to abide by them.

…… Signature of authorised officer of the organisation making this application

Date: ……..

The personal information requested on this form is being collected by Council for the collection of accurate club contact details. The personal information will be solely used by Council for the primary use or directly related purposes. The applicant understands that the personal information provided is for the access by the wider community and that they may apply to Council for access and /or amendment of the information. It is Council's usual practice to use /disclose the information collected on this form to assist individuals to obtain the contact details of a specific club/ group for the purpose of effective contact with the club/group. If you would rather we did not please respond in writing to Council's Municipal Recreation Officer.

***TERMS & CONDITIONS TO BE READ AND RETAINED BY THE CLUB

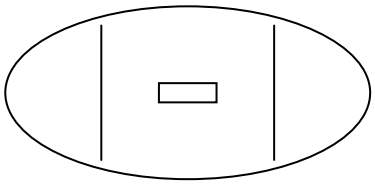
***This form only, should be completed and returned to:**

Municipal Recreation Officer. Ararat Rural City Council. P.O. Box 246, Ararat. Vic. 3377 or Email: bvincent@ararat.vic.gov.au

APPENDICE 6

Ararat Rural City

TRAINING/ MATCHDAY CHECKLIST



Date_____

Team _____ Sport to be played_____

Ground _____

** Please indicate the location of the club's change

1/ Do Boundary Lines comply with [AFL, Cricket Victoria or Association] guidelines ☐YES ☐NO

(ie. Distance from fences)

If no, what action was taken? _____

2/ Has the ground surface been prepared correctly for your sport/ activity? ☐ YES ☐NO

If NO, what action was taken? _____

3/ Is t**he ground is free from debris (glass, stones, faeces, windrows, strapping tape etc.)** ☐NO ☐YES

If NO, what action was taken? _____

4/ Sprinkler heads and taps are covered and level with the surrounds ☐YES ☐NO

If NO, what action was taken? _____

5/ The ground is free from holes/ uneven sections that could cause tripping & falls ☐YES ☐NO

If NO, what action was taken? _____

6/ The padding of goal (and point) structures is adequate ☐YES ☐NO

If NO, what action was taken? _____

7/ Weather conditions are safe for play to commence (extreme heat, lightening etc.) ☐YES ☐NO

If NO, what action was taken? _____

8/ The perimeter fencing & signage is safe and secured ☐YES ☐NO

If NO, what action was taken? _____

9/ The grounds & surrounds are free from other hazards that create danger for players / users ☐YES ☐NO

If NO, what action was taken? _____

10/ There are appropriate first aid personnel, equipment (Including kits, ice, stretcher) and

phone contact with emergency services should it be required. ☐YES ☐NO

If NO, what action was taken? _____

11/ The change rooms/ toilets are free from debris ☐YES ☐NO

If NO, what action was taken? _____

Any other comments regarding ground safety?_____

_____

Is there any existing issue/ situation that if left unaddressed may worsen over time to render the ground unavailable for play?

_____

In the event of a notification of a safety/ ground issue being addressed, action must be taken before use or the ground and notification must be sent to Council in writing.

Prior to the commencement of training, I /we have undertaken the above inspection.

_____ _____ _____

GSO representative's name Signature

*This checklist includes guidance note for those conducting the inspection (see over)

This form must be returned to the Ararat Rural City Council's Municipal Recreation Officer at the end of each week for the Home & Away season and pre-season week.

******In the event of a NO box ticked, where the club is unable to take appropriate action, the Ararat Rural City Council must be notified by 12.00 noon the day following the training session, or 12.00 noon on the Monday following a week end match.***

Office use only:

Date received by Council _____ Council officer's signature_____

Action taken_____ Tick box if additional pages attached

☐

TRAINING INSPECTION CHECKLIST PROCEDURES

WHAT IS THE PURPOSE OF COMPLETING CHECKLISTS?

Checklists are now a part of the overall Risk Management culture of Council and each club. They are an important part of each sporting body's National Insurance Program and the purpose in their completion is to ultimately reduce the risk of injury to participants, spectators, organisers and the general public. It is a condition of the liability Policy that clubs, affiliations and associations support this initiative. The main aim is to create awareness of situations that may contribute to an injury and rectify them where possible.

WHO HAS TO COMPLETE THEM?

The Grounds Safety Officer (GSO), before each training session completes the Ararat Rural City Council Training Session Checklist, and **all** clubs competing at the ground on game day, completes the league/association checklist; ie VCFL or Cricket Victoria. All clubs should choose a suitable person for the role of GSO who will be responsible for this activity (and a back up if he/she is not available)

The Training Session Checklist will only ask for the Grounds Safety Officer to complete and sign. The relevant league/association Match Day Checklist will ask for a home team representative and an away team representative (with GSO responsibilities) to sign the form once they are satisfied with the conditions. If the association is responsible for proceedings on game day (i.e. shared common ground), then an association representative may take responsibility for the completion of the form. However the participating clubs should still review the questions and sign the form to ensure they are satisfied with the conditions prior to the commencement of play.

WHEN SHOULD THEY BE COMPLETED?

The Ararat Rural City Council Training Session Checklist must be completed prior to the commencement of each training session. The relevant league/association Match Day Checklist must be completed prior to the commencement of the first game on game day.

CHECKLIST ADDITIONAL NOTES

Debris	This is an obvious hazard but requires careful visual inspection. Glass, aluminium cans that have been mown over, rocks and general rubbish are often littering sports grounds. Other debris includes syringes, faeces and windrows of mown grass that can cause tripping injuries.
Sprinklers	Recessed sprinkler heads on sports grounds are normally made safe by a cover. Erosion of the surrounds of the sprinkler caused by water pressure should be made level with the surrounding ground. A player should be able to run across this area and directly place a foot on the top of the sprinkler area with no disruption to the stride pattern or gait.
Holes & uneven surfaces	Pot holes, divots and depressions are hazards that arise for many reasons on sports grounds. They are easily repaired by adding sand or soil and should be stamped to provide a stable surface. Uneven surfaces typically arise through differential wear patterns (eg goal square) and around cricket pitch areas where loose soil has a different drainage pattern to the adjacent areas and uneven, rippled surfaces can arise. Bare patches of earth with clumped grass or weeds can also lead to uneven surfaces. An inspection of a suspect uneven surface by walking across it with eyes shut such that it makes the person feel very unsure about their footing indicates that this area requires repair.
Padding	Padding should be on all upright goal posts to a minimum height of 2.5m. It should be a minimum of 35mm thickness, be in good condition and securely fixed to the upright (goal, behind structures)
Weather conditions	The major and serious risks arising from hazardous weather conditions relate to the prospect of localised lightning and the combination of wind, rain and cold leading to hypothermic conditions and conditions of extreme heat. Where appropriate, the weather situation as it relates to player safety should be considered in a ongoing manner throughout match day.

Perimeter fencing

Perimeter fencing should be checked for protruding wire, pipes, bolts and loose and sharp edged signage. At all times the appropriate safety distance from boundary line to the fence (AFL football = 5m (or League requirements), cricket and soccer = 9m back, and 6m sides) should be considered.

Other hazards

From time to time abnormal situations are created that cause hazardous conditions for players. This could be man-made (eg. Vandalism by drivers doing wheelies on the ground), structural (eg. Burst water main) or natural (eg. Flooding, snow etc.) common sense should be used and player safety considered first and foremost.

When particular hazards cannot be eliminated consideration should be given (as in golf) to creating an Out of Bounds area where no play is possible.

Ararat Rural City

ARARAT RURAL CITY COUNCIL CLUB GROUND INSPECTION PROCESS

TRAINING SESSION

Complete the Ararat Rural City Council Training Session Checklist.

Ground OK

- Council Training Session Checklist to be completed and signed by nominated club Ground Safety Officer (GSO).

Ground Needs Minor Works

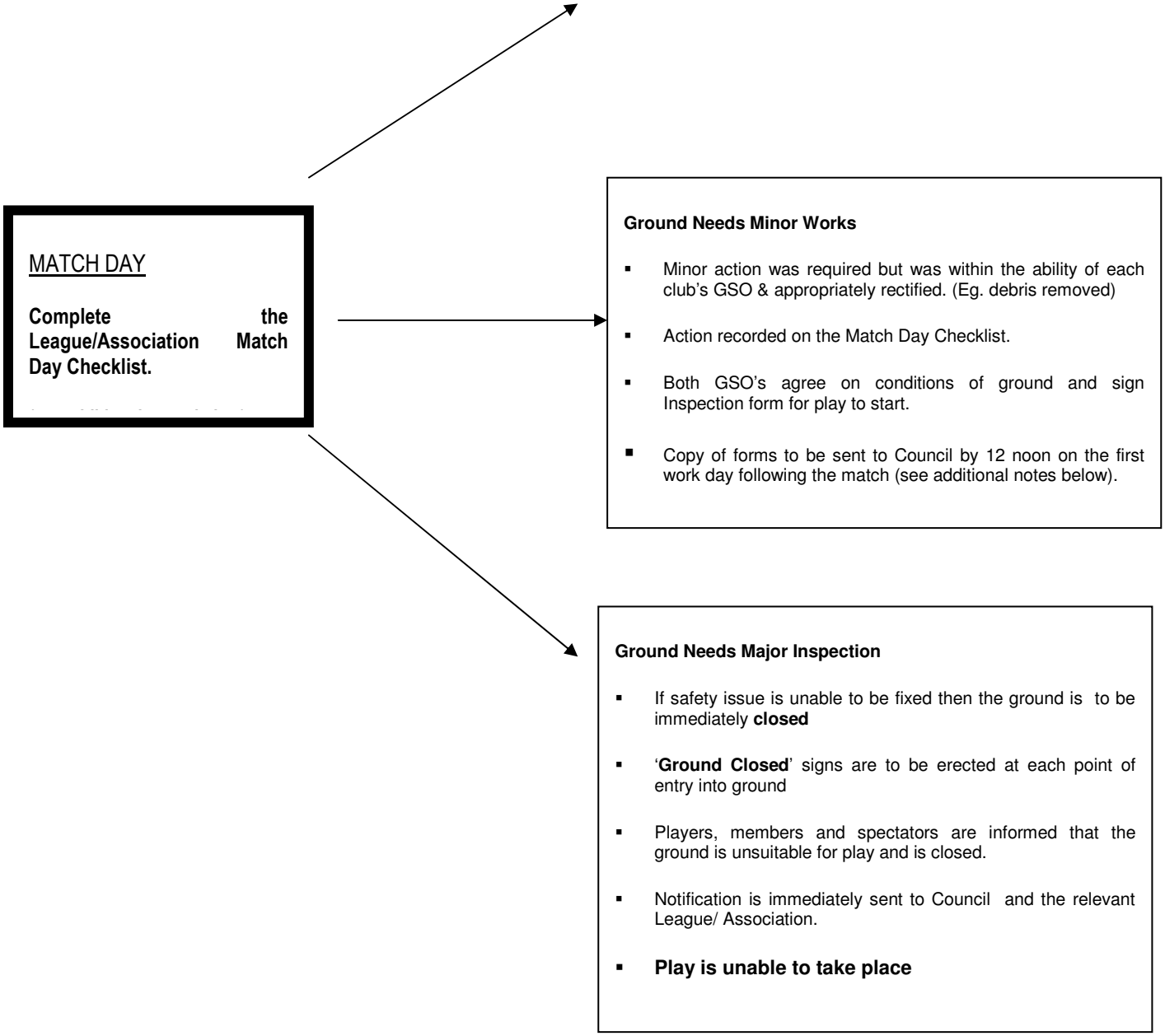
- Minor action was required but was within the ability of the club's GSO & appropriately rectified. (Eg. debris removed)

Ground Needs Major Inspection

- Action is required but is not within the capability of the club's GSO to fix item (Eg. sprinkler head not level with ground surface)
- GSO to highlight hazard & make others aware (eg. cordon off area or mark with witches hats)
- GSO to ensure that training session is modified (Eg. restrict training to another part of oval)
- Notify Council the following day (see additional notes below).
- If appropriate or required, notify the relevant League/Association

Ground OK

- Ground Inspection Form to be signed by relevant person/s attending the ground inspection.
- Copy of forms to be sent to Council by 12 noon on the first work day following the match (see additional notes below).


MATCH DAY
Complete the League/Association Match Day Checklist.
Ground Needs Minor Works
Minor action was required but was within the ability of each club's GSO & appropriately rectified. (Eg. debris removed)
Action recorded on the Match Day Checklist.
Both GSO's agree on conditions of ground and sign Inspection form for play to start.
Copy of forms to be sent to Council by 12 noon on the first work day following the match (see additional notes below).
Ground Needs Major Inspection
If safety issue is unable to be fixed then the ground is to be immediately closed
'Ground Closed' signs are to be erected at each point of entry into ground
Players, members and spectators are informed that the ground is unsuitable for play and is closed.
Notification is immediately sent to Council and the relevant League/ Association.
Play is unable to take place

WHAT DO WE DO IF THE CONDITIONS CHANGE DURING A TRAINING SESSION OR MATCH/GAME?

If the conditions change during a training session, match/game, or at another time during the day, common sense should prevail and the checklist process should be revisited. The full extent of the checklist process may not be required at this stage, however your decision to continue or postpone play due to possible danger to persons should not be swayed merely because the form was signed earlier indicating that conditions were safe to play.

In the event that the conditions do change significantly enough for this to be revisited, the situation should either be rectified (eg. Glass removed) or the competing clubs should meet to decide whether conditions are too dangerous to continue play (eg extreme storm conditions). Ultimately, the responsibilities for these situations will rest with the clubs. But once again, common sense should be the overriding factor.

WHAT HAPPENS TO THE CHECKLIST ONCE IT HAS BEEN COMPLETED?

Checklists (both Council's and the League/Association's) where the ground has been deemed **OK** for play should be sent/faxed or emailed to the Ararat Rural City Council's Municipal Recreation Officer at the end of each fortnight for pre-season sessions and the Home and Away season.

If any work has been required to render the ground as suitable for play, then Council's Municipal Recreation Officer must be contacted by telephone by 12 noon the following working day for a safety assessment.

APPENDICE 7

ALEXANDRA OVAL RESERVE SCHEDULE OF RESPONSIBLITIES

The table below specifies the duties roles and functions which the reserve and its buildings managed by. Acceptance of the schedule is agreed upon signing and submitting the Seasonal or Casual user agreement with Council

Item	Committee/User	Ararat Rural City Council
Playing Field Maintenance & Reserve Infrastructure		
Line Marking All line marking on reserve surfaces will be completed using water based paint. The use of lime, salt, round up or hot water is prohibited. (Clubs, groups and or contractors responsible for using prohibited substances will be held responsible for reinstatement costs associated with damage caused).	All line marking shall be the responsibility of users. Boundary markings must be marked away from the boundary fence and in accordance with the agreed guidelines of the association/competition in which the club competes.	
Watering of Grounds All watering needs to be conducted in line with the relevant water restrictions		Council manages the irrigation requirements of the surface and surrounds
Fencing		Council will provide post and rail or bollards fencing to a minimum standard suitable to restrict vehicle movement inside the reserve. Council will maintain perimeter fencing.
Gates	It is the responsibility of the user to close all access gates at the completion of the activity.	
Vehicles Emergency vehicle access to the reserve surface is permitted on match days	Users shall ensure that no vehicles are driven on the reserve surface or on areas of the reserve that are not designated for parking. Vehicle access to the reserve surface for the purposes of installing and removing cricket wicket covers is permitted. Vehicles must not remain on oval surface without prior written approval from Council	Council will provide areas designated for emergency vehicle parking Council will provide areas designated for disabled vehicle parking
Advertising and Signage Refer to ARCC Alexandra Oval Signage Policy	User responsible for ensuring that signage is installed and maintained in a safe manner at all times. Council must be notified in writing prior to	Council will conduct regular assessment of the reserve. Hazardous signage will be removed at the expense of the owner.

	the installation of all signage at the reserve. Seasonally agreed users must provide an annual list of signage ownership to Council	
Rubbish Removal / Garbage Collection	Costs associated with the removal of waste by users will be included in the annual Seasonal User fee.	Council will coordinate the removal of waste at Alexandra Oval Reserve Users will be encouraged to implement a recycling strategy which reduces landfill.
Maintenance and Replacement of Synthetic Cricket Wickets (None currently exist)		
Turf Wickets	Users are responsible for the preparation and maintenance of turf wickets	Council will prepare the wicket table prior to the beginning of the season
Playing Surface	Seasonal users are responsible for the fortnightly monitoring of ground conditions by completing and returning the agreed ground checklist. Users are not permitted to use stakes in the surface without having first consulted Council Users are not permitted to dig foot marks for Bowling run-up's in the cricket season No Objects are to be dragged, dropped, installed or used in any way on the oval surface without the written approval of Council.	Council will monitor the condition of the reserve and may require users to cease playing or training on the surface should the standard of the ground deteriorate significantly. This restriction may also apply to sections within a reserve. Council will endeavour to notify the club within 24 hours of any such instance or decision
Coaches Boxes/Dugouts	Users are required to leave the Coaches boxes clean and tidy after all uses.	The installation and maintenance of coach's boxes is the responsibility of the Council The cost of construction and any re-instatement of the area surrounding the boxes, to the satisfaction of Council, will be the responsibility of the Council
Goal Posts	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council will be responsible for the installation and maintenance of goal posts
Scoreboards Council will provide scoreboards of an	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or	Council will be responsible for the installation and maintenance of

appropriate standard for the seasonal sport	tenants. Users must strictly adhere to any policy or procedure of Council in relation to the scoreboard.	scoreboards
Lighting Sportsfield lighting can only be used during the hours that agreed Seasonal users are allocated and may only be used for the purpose of training and competition play. Sportsfield lighting may not be used for social functions unless written permission is obtained from Council prior to the event.		Maintenance of sport field lighting is the responsibility of the Council Council must approve any proposal for sports field lighting.
Practice Facilities New or variations to current design must be made to Council and must include a schematic design of the project, positioning of the facility, construction material to be used, and details of the engaged contractor. Such facilities must not be installed without prior Council approval.	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council must approve any proposal for practice facilities. Applications must be made to Council and contain all relevant information including plans, structural requirements and relevant permits (planning and building).
Public Toilets	Prior to and following match day Seasonal and Casual users should inspect toilets to ensure that they work and are left in a useable condition.	Public toilets erected on Council reserves are maintained by Council.
Cleaning/Public Health All buildings and facilities must be kept in a clean and sanitary condition, routine cleaning (eg. Carpet steam), polishing, graffiti removal, supply of consumables (toilet paper, soaps, hand towel, etc). Council encourages users to check facilities such as toilet blocks, ovals and playing areas before use for syringes. Council provides sharps containers to all committee's/users who require them.	Users must ensure that the facility (including oval surface, surrounds and pavilions) are kept in a clean and tidy state during the users licence period. If cleaning is not undertaken, Council will perform the cleaning and pass the associated cost to the committee/user.	
Car Parks, Access Roads and Car Park Lighting		Car parks and access roads are the responsibility of Council Car park lighting is the responsibility of Council. Car parks will be lit for safety where possible.
Pavilion Maintenance		
Doors	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council

Electrical Wiring	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Electricity Costs, including security lighting	Electricity costs will be covered in the seasonal /licence agreement	Council
Emergency lighting	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
External Structural Maintenance	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Fire extinguisher and fire hose reels	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Flag Poles	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Floor surfaces and coverings	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Gas bottles	Gas bottles are not permitted to be stored or operated inside the Change or Social facilities Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Gas costs	Seasonal Agreement	Council
Graffiti	Seasonal and Casual users should remain diligent in the identification of graffiti and notify Council immediately when graffiti is found.	Council
Glass (External Windows)	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Heating fixtures	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council

Interior Maintenance (Structural)	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Light Globes (internal)	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Light Globes (external)	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
External locks and keys	Committee/User to pay for any replacement keys above the seasonal allocation	Council will supply all locks and keys
Exhaust, cooling and air conditioning	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Painting (Internal and External)	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Plumbing waste pipes and drains to first pit	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Thereafter it is the responsibility of Council
Plumbing and fixtures	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Roof s and guttering		Council
Security system/alarms Breaches in Security – any breaches to the security of the pavilion should be reported to Council within 24 hours		Council will supply security as deemed necessary to the facilities. Alterations to any security systems is not permitted and will result in the cancellation of licence or Seasonal agreements
Security screens	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council
Skylights		Council
Exhaust fans	Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council

Telephone costs	Licence agreement	
Toilets inside the pavilion	Seasonally agreed users must ensure all facilities are left clean and fit for use by others during the period of the licence / Seasonal Agreement Damage caused by neglect or misuse will be the responsibility of the Seasonal tenant or tenants	Council is responsible for the maintenance of toilets in side facilities
Water rates (including sewerage charges)		Council
Keys/ Cards	All issued keys / cards will be returned to Council at the completion of the Licence/Seasonal Agreement Licenced/ Seasonal Users are entitled to two keys only.	Council will provide appropriate allocation to the Seasonal User. Lost or damaged keys or cards will be supplied by Council at the customers expense.
Security		Council will provide the appropriate level of security. Any unapproved alterations to Councils security arrangements will result in the immediate suspension or cancellation of the licence/ seasonal agreement
Pavilion Storage Committee/Users are discouraged from storing large quantities of consumer goods within the building (such as alcohol, sweets) which are likely to attract forced entry to the building. Committees are encouraged to develop appropriate cash handling procedures		Council will not be held responsible for the replacement of goods or chattels which are not stored appropriately
Utilities Where the pavilion is occupied by more than one user a written agreement stating conditions of payment between the parties to share the payment of accounts must be agreed upon. Council will not take responsibility for disagreement between	Payment of utilities will be included in the overall Licence/ Seasonal/ Casual agreement	Council

clubs regarding payment of shared bills. All issues regarding equity of costs must be taken to the advisory committee		
Capital Improvements Capital improvements will be considered annually. All capital improvement projects must be conveyed to Council in writing via the Advisory Committee		Council
Food Safety Any sporting or community group that is selling food to the public through a kiosk, bar, bistro or market stall needs to be registered with Council's Environmental Health Officer. Groups requiring food registration must submit an approved "Food Safety Plan"	User responsibility to ensure required permits are obtained and displayed.	
Insurance	Seasonal Users are responsible for insuring their own goods and chattels. Committee/Users will be responsible for obtaining their own contents insurance for any fixtures, fittings or assets not owned by Council. Licenced or agreed users must not do anything or allow anything to be done on the property which may cause any insurance policy to be invalid or avoided or cause any increase in premiums.	Council will provide public liability insurance for the Advisory Committee and volunteers working for it to cover negligent acts, errors or omissions while the Committee or volunteers are acting directly and solely within the scope of the role and duties.
Liquor Licence Consumption of liquor on Council premises will not be permitted without the appropriate licence under the Liquor Control Act 1987 (Vic).	Users are responsible for obtaining and abiding by the appropriate permits. Failure to comply with legislation may result in suspension or cancellation of Seasonal Agreement	
Animals Animals are prohibited in any Council building	Committee/User is responsible for ensuring compliance	
Evacuation Plan	Users are responsible for ensuring that the Emergency Contact list is located in a prominent area at all times. The committee is responsible for ensuring that the Emergency Evacuation Plan is located at a number of prominent locations within the facility at all times.	Council will develop and provide Emergency Evacuation plans for facilities owned by Council.

APPENDICE 8

ASSET REGISTER TEMPLATE

Area	Item	Description (make, model, year construction/date purchased, purchase price)	Quantity	Replacement $
Kitchen	Cutlery			
	Glassware			
	Microwave			
	Tablecloths/napkins			
	Oven			
	Refrigerator/Freezer			
	Dishwasher			
	Toaster/s			
	Kettle/s			
	Urns			
	Crockery			
	Bain Marie			
Electrical	Television			
	VCR			
	DVD			
	Portable Indoor Heating & Cooling			
	Camera			
	Computers			

Bar	Refrigerator			
	Alcohol (approx average)			
	Stools / Chairs			
	Post mix machine			
	Glasses			
	Cash Register			
	Mats			
	Gas Bottle Lines			
Fittings & Furnishings	Rug/s			
	Couch / Sofas			
	Alarm System			
	Curtain / Blinds			
	Tables			
	Chairs			
	Memorial Boards			
	Trophies			
	Flags / Banners			
Outdoor (See later section for Machinery & Equipment)	Outdoor Furniture			
	BBQ			

	Gas Bottles			
	Door Heater			
	Play Equipment			
	Awnings			
Other				

NOTES:

APPENDICE 9

**Department of Transport,
Planning and Local Infrastructure**

Division of Seasons and Occupation of Crown Lands used as grounds

For

Australian Rules Football Competition

And Cricket Competition

DETERMINATION

In view of the differences which have arisen between Cricket authorities and Australian Rules Football authorities in regard to the respective lengths of the cricket and football seasons and arrangements for pre-season ground preparation and practice for each sport on playing grounds in Victoria which are Crown Lands and the desirability in the public interest that a determination be made to define the seasonal arrangements, I, Hugh Delahunty, Minister for Sport and Recreation for the State of Victoria, hereby determine the following terms and conditions in respect of such grounds. This determination applies from 1 October 2013 for the years 2013 to 2016 (inclusive) and is only applicable where there is joint tenancy of football and cricket users.

1 FOOTBALL

1.1 The Football Season

1.1.1 The football season shall be confined to the period beginning on the 1st April and ending on the 30th September in each year.

1.2 Home and Away Games

1.2.1 During the football season each Football Club shall have full and unrestricted use of its home grounds until the end of the home and away matches. Access may be limited by the relevant responsible body tasked with preparing the Ground (hereinafter called the "Ground Manager").

1.2.2 The Cricket club may, with consent of and subject to conditions of the Football Club, use the ground for cricket practice. This may also require permission of the Ground Manager.

1.3 Finals

1.3.1 Upon completion of the home and away games, the Football Club may continue to use the ground for semi finals and final matches and for practice whilst any club teams, that regularly train at the venue, are still contenders for the appropriate championship, or if the ground is a designated venue for the final series of the league. Such designation to be made by the local controlling body no later than 30 days prior to the use of such venue and controlling councils so informed.

1.3.2 Practice for football shall be limited to alternate days determined by the Football Club.

1.3.3 In order for the Football Association to preserve its entitlement it shall nominate the actual finals venues or those venues most likely required as finals venues. Such nomination shall be made to the Ground Manager no later than one month prior to first such scheduled game.

1.3.4 During the whole or part of the finals series, the Cricket Club with the consent of, and subject to such conditions as are imposed by the Football Club may use the ground for cricket practice. Access may be limited by the Ground Manager.

1.3.5 If turf wickets are involved the Cricket Club and/or Ground Manager should be entitled to rope off the centre wicket area and one practice wicket area.

1.3.6 If finals matches are played on the ground all obstructions must be removed from the playing arena to allow unrestricted play.

2. CRICKET

2.1 The Cricket Season

2.1.1 The Cricket Season shall be confined to the period beginning on the 1st October and ending on the 31st March in each year

2.2 Home and Away Games

2.2.1 During the Cricket Season each Cricket Club shall have full and unrestricted use of its home grounds until the end of the home and away matches. Access may be limited by the relevant responsible body tasked with preparing the Ground Manager.

2.2.2 The Football club may, with consent of and subject to the conditions of the Cricket club may use the ground for football practice. This may also require permission of the Ground Manager.

2.3 Finals

2.3.1 Upon completion of the home and away games, the Cricket Club may continue to use the ground for semi finals and final matches and for practice while any club teams, that regularly train at the venue are still contenders for the appropriate championship, or if the ground is a designated venue for the finals series of the association.

2.3.2 Practice for cricket shall be limited to alternate days determined by the Cricket Club.

2.3.3 In order for the Cricket association to preserve its entitlement it shall nominate the actual finals venues or those venues most likely required as finals venues. Such nomination shall be made to the ground manager no later than one month prior to the first such scheduled game.

2.3.4 During the whole or part of the finals series of the cricket season the Football club, with consent of, and subject to conditions as are imposed by the Cricket Club may use the ground for football practice. Access may be limited by the Ground Manager.

2.3.5 If turf wickets are involved the Cricket Club and/or Ground Manager should be entitled to rope odd the centre wicket area and one practice wicket area.

2.3.6 If finals matches are played on the ground all obstructions must be removed from the playing arena to allow unrestricted play.

3. VARIATION AND DISPUTE RESOLUTION

3.1 Variations to the foregoing provisions may only be made by mutual agreement between the parties co-named. The Minister for Sport and Recreation and relevant Ground Manager should be advised of any such variation forthwith.

3.2 Should a dispute arise between AFL Victoria and Cricket Victoria the matter will be referred to an agreed facilitator appointed by Sport and Recreation Victoria.

NOTES

1. The above does not apply to grounds currently utilized by AFL Clubs for training and/or competition. Where cricket is played at these venues it is expected that negotiation will occur between AFL Clubs, the tenant Cricket Club and Cricket Victoria.

2. The Venues defined as "most likely" in clauses 1.3.3 and 2.3.3 are either those venues already predetermined by the respectjve leagues/association to host finals matches or those clubs most likely to be hosting finals matches, whilst

recognizing that results in the closing weeks of home and away matches may cause alterations to the fixturing and that these principles should be followed by associations/leagues in determining finals venues as distinct from simply nominating all venues for finals.

3. In the spirit of cooperation, AFL Victoria and Cricket Victoria recommend application and adherence of these terms to affiliated clubs and associations of each sport, and to local governments in all municipalities in the State of Victoria.

Given under my hand this 18TH day of FEBRUARY 2014

18.2.14

HUGH DELAHUNTY MP
Minister for Sport and Recreation

Signed for and on behalf of all Victorian AFL competitions

MR GRANT WILLIAMS
General Manager
AFL Victoria

Dated: 20/1/2014

Signed for and on behalf of all Victorian Cricket competitions

MR TONY DODEMAIDE
Chief Executive Officer
Cricket Victoria

Dated: 2/1/2014

Appendice 10

ALEXANDRA OVAL COMMUNITY CHANGE ROOMS EXIT CHECKLIST

USER:	**TIME:**
SIGNED:	

Checklist must be completed prior to leaving facilities

Additional fees may be incurred for failure to complete checks

This checklist has been developed to assist all community users of this facility enjoy an improved experience when using the rooms. Please ensure that all items are addressed when completing the checks.

1/ Collect and dispose of litter, strapping, waste.	
2/ Ensure floors are vacuumed prior to leaving.	
3/ Mop out all wet areas.	
4/ Wipe down all tables and hard surfaces	
5/ Empty all internal rubbish bins	
6/ Ensure toilet paper is replaced in cubicles if required	
7/ Turn off all lights prior to leaving	
8/ Turn off all additional appliances (Heaters, fans, TV's, etc)	
9/ Ensure all windows and doors are closed and locked prior to leaving	
10/ Ensure Entrances and ramps are swept and free from obstructions grass or debris when leaving	
11/ Return rubbish bins to original location.	

APPENDICE 11

ALEXANDRA OVAL COMMUNITY FACILITY EXIT CHECKLIST

USER:	**TIME:**
SIGNED HIRER:	**COUNCIL OFFICER:**

Checklist must be completed prior to leaving facilities

Additional fees may be incurred for failure to complete checks

This checklist has been developed to assist all community users of this facility enjoy an improved experience when using the rooms. Please ensure that all items are addressed when completing the checks.

ACTION	Checked By hirer	Checked Council
1. Ensure all rubbish in the immediate building area is picked up and disposed of		
2. Ensure all tables and chairs are neatly stacked or returned to position		
3. Ensure floors are vacuumed prior to leaving.		
4. Mop out toilets and tiled areas.		
5. Wipe down all tables and bar surfaces		
6. Empty all internal rubbish bins		
7. Ensure toilet paper is replaced in cubicles if required		
8. Turn off all lights prior to leaving		
9. Turn off all additional appliances (Heaters, fans, TV's, Bain Maries etc)		
10. Ensure all windows and doors are closed and locked prior to leaving		
11. Ensure Entrances and ramps are swept and free from obstructions when leaving		
12. Return rubbish bins to original location.		

CHECKLIST MUST BE RETURNED TO COUNCIL WHEN RETURNING KEY

APPENDICE 12

CHANGE ROOMS CLEANING SCHEDULE

ASPECT	REQUIRED OUTCOME	FREQUENCY
Toilets and Bathrooms	Clean and disinfect toilet bowls, basins and floors. Mirrors, tap fittings, walls and doors free of marks and grime. Adequate supply of toilet paper, towels and soap	After use After use Check after use
First Aid Rooms and Medical Rooms	Tap fittings, mirrors and basins clear of marks and grime. Tiled surfaces cleaned and disinfected.	After use After use
Internal Doors	Free of marks and dust, including vents and handles.	Weekly
External Doors	Free of marks, dust, dirt and cobwebs. Free of paper signs or notices	Weekly Weekly
Internal Walls	Free of any marks and spot cleaned.	Weekly
External Walls	Free of dirt and grime. Players must not use external wall to clean their boots by banging their boots against them..	Weekly
External Signage	Free of dust or cobwebs.	Weekly
Wall Hangings	Dust free.	Weekly
Internal Windows	Free of marks, dust, cobwebs, notices and posters.	Weekly
External Windows	Free of marks, dust and cobwebs.	Monthly
Blinds, Light Fittings and Fans	Dust free.	Monthly
Light Switches	Free of marks and dust.	Weekly
Kitchen Areas	Sinks and taps wiped clean and free of watermarks. Bins – Empty and wiped externally Oven, benches and cupboard doors cleaned and free of dust.	After use After use After use
Office Areas	Dust free.	Weekly
Carpets	Vacuumed and spot cleaned with carpet cleaner. Steam Clean.	After use/ Ongoing End of allocation
Tiles	Free of water, dirt, marks, dust or litter Disinfect	After use End of allocation
Stairwells	Clear of rubbish, boxes, bags, dirt and dust.	Weekly
Ceiling Vents	Free of cobwebs and dust	Monthly
Skirting Boards	Free of scuffmarks and dust.	Monthly
Tables and Chairs	Free of marks, dirt, food, dust.	Monthly
Entrance Doors	Clear of any debris, rubbish or leaves. Cigarette butts removed from butt bins and wiped clean.	Weekly Weekly